

SAN FRANCISCO PUBLIC LIBRARY



3 1223 05864 1847



5/S



*San Francisco Public Library*

**GOVERNMENT INFORMATION CENTER  
SAN FRANCISCO PUBLIC LIBRARY**

REFERENCE BOOK

*Not to be taken from the Library*

MAR 26 2003



Digitized by the Internet Archive  
in 2015

[https://archive.org/details/agenda1994sanf\\_1](https://archive.org/details/agenda1994sanf_1)





PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

**CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION**

**AGENDA**

**MEETING**

JANUARY 3, 1994

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

DEC 31 1993

SAN FRANCISCO  
PUBLIC LIBRARY

**ORDER OF BUSINESS**

SECTION I	CONSENT CALENDAR	2:00 p.m.
SECTION II	REGULAR CALENDAR	2:00 p.m.
SECTION III	EMPLOYEE SEPARATIONS	3:00 p.m.

**MEMBERS OF THE COMMISSION**

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

**COMMISSION STAFF**

Albert C. Walker, Executive Officer







## NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747, to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JANUARY 3, 1994

SECTION I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL.

(2) MINUTES.

A. Regular Meeting of December 6, 1993.

B. Special Meeting of December 15, 1993.

(3) ANNOUNCEMENTS.

A. Announcement of changes to Section I Agenda.

B. Executive Session, January 3, 1994.

C. Other Announcements.

(4) CONSENT CALENDAR (ITEMS 4A THROUGH 4F).

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(4A) Review of proposed personal services contracts. (File No. 002-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
382-93/94	Airport	Jack Hopkins Company, Inc.
383-93/94	Art Commission	Scott Donahue

(4A)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
384-93/94	Art Commission	Peter Richards
385-93/94	Art Commission	Jody Pinto
386-93/94	Art Commission	Genevieve Baird
387-93/94	Art Commission	Dale Kronkright
388-93/94	Art Commission	Tracy Power
389-93/94	Art Commission	Lewis De Soto
390-93/94	CAO	PRC-EMI
391-93/94	CAO	Environmental Careers Organization (ECO)
392-93/94	City Planning	Michael R. Kodama Planning Consultants
393-93/94	Controller	Delta Systems Associates
394-93/94	County Clerk-Recorder	Systems Support Technologies
395-93/94	District Attorney	Computer Support Services
396-93/94	Mayor's Office	Japanese Community Youth Council
397-93/94	Mayor's Office	Legal Services for Children
398-93/94	Mayor's Office	Chinatown Youth Services
399-93/94	Mayor's Office	Morrisania West
400-93/94	Mayor's Office	S.F. Educational Services
401-93/94	Mayor's Office	Chinatown Youth Services
402-93/94	Mayor's Office	Central City Hospitality House
403-93/94	Mayor's Office	S.F. Youth Courts, Inc.
404-93/94	Port	Roma Design Group
405-93/94	Public Health	Damon Clinical Laboratories



(4A)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
406-93/94	Public Health	Haight Ashbury Free Clinics
407-93/94	Public Health	John Day of the Berkeley Free Clinic
408-93/94	Public Health	National Task Force on AIDS Prevention/AGUILAS
409-93/94	Public Health	Regents of the University of California/AIDS Health Project
410-93/94	Public Health	UCSF Urban Health Study
411-93/94	Public Health	Westside Community Mental Health Center
412-93/94	Public Health	Bay Area Medical Transcription
413-93/94	Public Health	California Medical Transcription
414-93/94	Public Health	Transcription Stat, Inc.
415-93/94	Public Health	Continuum HIV Day Services
416-93/94	Public Utilities Commission	Olivia Chen Consultants
417-93/94	Public Works	James Engineering, Inc.
418-93/94	SFCCD	ADRA/Alternative Dispute Resolution Associates
419-93/94	SFCCD	Sally McReynolds
420-93/94	SFCCD	Lynne Creighton
421-93/94	SFCCD	Mark Wilbanks
422-93/94	Sheriff	University of California, S.F.
423-93/94	Social Services	Catholic Charities (Guerrero House/Jelani House/Family Resource Center)

(4A)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
424-93/94	Social Services	E.D.S. Federal Corporation (EDS)
425-93/94	Public Library	AT&T Language Line

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4B) Resolution of Commendation for Joseph Surdyka, Administrative Coroner, upon his retirement after twenty-one (21) years of service. (File No. 001-94-1)

Rec: Adopt (Commendation to be presented to Mr. Surdyka at his retirement dinner later this month).

(4C) Proposed Civil Service Commission meeting schedule for Calendar Year 1994. (File No. 002-94-1)

Rec: Adopt as outlined in the staff report.

(4D) Requests to appoint new employees at a salary step higher than normal. (File No. 001-94-9)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Sharon Humphrey Airport Communication Dispatcher (Class 9202)	Airport	3	3
Paula Sasso Associate Museum Registrar (Class 3554)	Airport	3	3
Jonathan Meine Special Assistant XI (Class 1370)	Electricity & Telecommunication	4	4
Valentin Porras Librarian I (Class 3630)	Public Library	5	5
Robert Bayne Management Information System Technician II (Class 1807)	SFUSD	3	3

(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
John Martin Deputy Director, Business Administration, Airports Commission (Class 9270)	Airport	3	3
James Janette Chief Assistant Assessor (Class 4282)	Assessor	5	5
James Donato Senior Attorney (Class 8178)	City Attorney	3	3
William Kissinger Senior Attorney (Class 8178)	City Attorney	3	3
Thomas Fujinaga Senior Systems Accountant (Class 1657)	Controller	5	5
Marie Mitchell Special Assistant VI (Class 1365)	Mayor	3	3
Michael Kohn MIS Specialist III (Class 1819)	Public Health	5	5
Theresa Berta, M.D. Senior Physician (Class 2232)	Public Health	3	3
Chantal A. Handley Senior Physical Therapist (Class 2553)	Public Health	5	5
Keren Horowitz Physical Therapist (Class 2556)	Public Health	5	5
Diane Tom Occupational Therapist (Class 2548)	Public Health	5	5

Rec: Adopt staff report.

(4E) Requests for salary adjustments for employees assigned supervisory duties. (File No. 004-94-9)

Rec: Adopt the Human Resources Director's report; approve salary adjustments; notify departments accordingly.



(4F) Review of positions requiring special qualifications and/or skills for approval as Exceptions to the Order of Layoff.  
(File No. 002-94-5)

Rec: Adopt Human Resources Director's report; authorize exception to the order of layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.  
(CSC Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions To Order of Layoff).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 3, 1994

SECTION II - 2 p.m.

R E G U L A R   C A L E N D A R

(5) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION II AGENDA.

As soon after 2 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section II Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Secretary will also announce changes to the Section II Agenda during the Roll Call.

(6) Review of proposed personal services contracts. (File No. 001-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
342-93/94	Art Commission	Jaap Bongers
343-93/94	Art Commission	Elizabeth Saltos
346-93/94	Art Commission	Arthur Gonzalez
365-93/94	Port	James Stewart Polshek
367-93/94	Public Utilities Commission	EIP Associates

- December 6, 1993:
1. Contract Number 365-93/94 off calendar at the request of the Port Commission.
  2. Contract Number 367-93/94 over to the meeting of January 3, 1994 at the request of the Public Utilities Commission.
  3. Contracts Numbers 342-93/94; 343-93/94; and 346-93/94 over to the meeting of January 3, 1994 by Commission action.

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

- (7) Appeal by Lawrence L. Powell of background rejection for Firefighter (Class H2). (File No. 001-94-4)
- November 15, 1993: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.
- December 6, 1993: Over to the meeting of January 3, 1994 at the request of the San Francisco Fire Department.
- Rec: Adopt Human Resources Director's report; deny appeal of Lawrence L. Powell; sustain the decision of the Chief of the San Francisco Fire Department.
- (8) Appeal by Kathleen O'Reilly of background rejection for Firefighter (Class H2). (File No. 002-94-4)
- November 15, 1993: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.
- December 6, 1993: Over to the meeting of January 3, 1994 at the request of the San Francisco Fire Department.
- Rec: Adopt Human Resources Director's report; deny appeal of Kathleen O'Reilly; sustain the decision of the Chief of the San Francisco Fire Department.
- (9) Appeal by Robert Borrego of background rejection for Firefighter (Class H2). (File No. 007-94-4)
- Rec: Adopt Human Resources Director's report; deny appeal of Robert Borrego; sustain the decision of the Chief of the San Francisco Fire Department.
- (10) Appeal by Ronald Austin of background rejection for Firefighter (Class H2). (File No. 008-94-4)
- Rec: Adopt Human Resources Director's report; deny appeal of Ronald Austin; sustain the decision of the Chief of the San Francisco Fire Department.



- (11) Request for approval of revised vision standards for entry-level Firefighter (Class H2). (File No. 006-94-4)

Rec: Approve and adopt the revised vision standard for entry-level Firefighter (Class H2).

- (12) Appeal by Anthony J. Davis of background rejection for Police Officer (Class Q2). (File No. 003-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Anthony J. Davis; sustain the decision of the Chief of Police.

- (13) Appeal by Jeffrey Cairns of background rejection for Police Officer (Class Q2). (File No. 004-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Jeffrey Cairns; sustain the decision of the Chief of Police.

- (14) Appeal by Robert H. Brigham of background rejection for Police Officer (Class Q2). (File No. 009-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Robert H. Brigham; sustain the decision of the Chief of Police.

- (15) Appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131). (File No. 005-94-4)

Rec: Adopt Human Resources Director's report; deny appeals of Shawne Bowen, Ursula Castillo, Myrna Evangelista, Catherine Leung, Katherina Messina and Larry Nichols.

- (16) Appeal by James Vorrises of the decision of the Human Resources Director concerning layoff and reemployment at the San Francisco General Hospital Medical Center, Department of Public Health. (File No. 001-94-2)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

Rec: Over to the meeting of February 7, 1994 at the request of the Human Resources Department.

- (17) Appeal by attorney Duane Reno of the decision of the Human Resources Director to approve the use of a new class of "Health Center Manager" (Class AA57) to fill several positions in the Department of Public Health. (File No. 002-94-2)

Rec: Over to the meeting of February 7, 1994 at the request of staff.

- (18) Appeal of the decision of the Human Resources Director by Peter Gentile to deny appointment following layoff to a certain position as Hospital Assistant Administrator (Class 2143). (File No. 001-94-5)

October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.

November 1, 1993: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.

November 15, 1993: Over to the meeting of December 6, 1993 due to split vote (vote of 2 to 2).

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

Rec: Adopt Human Resources Director's report; deny appeal of Peter Gentile; sustain the decision of the Human Resources Director.

- (19) Appeal by Michael Norman of the Human Resources Director's decision to deny his request for assault pay. (File No. 002-94-9)

Rec: Over to the meeting of February 7, 1994 at the request of the Public Utilities Commission.

- (20) Preliminary salary recommendations for Fiscal Year 1994-95 rates of pay for employees subject to salary setting under Charter Section 8.407. (File No. 003-94-9)

Rec: Adopt Human Resources Director's report; post for two weeks; forward to the Board of Supervisors.

- (21) Appeal of the March 1993 decision of the General Manager, Personnel to authorize the provisional appointment of Kin Gee as a Senior Personnel Analyst (Class 1244) at the San Francisco Unified School District. (File No. 001-94-6)

July 19, 1993: Off calendar.

Recommendation of the Human Resources Director:

Adopt the Human Resources Director's report; rescind authorization for the provisional appointment of Kin Gee as a Senior Personnel Analyst (Class 1244) at the San Francisco Unified School District; direct that a new selection process be undertaken.

- (22) Proposed amendments to the Civil Service Commission Rules to implement Proposition "L" (November 1993 Ballot). (File No. 004-94-1)

December 6, 1993: Post for adoption at the Special Meeting of December 15, 1993.

December 15, 1993: Adopt except for Rule 21 - Rules Related To The Employer-Employee Relations Ordinance; Rule 21 over to the meeting of January 3, 1994. Adopted Rules to be effective on January 3, 1994.

Open for discussion.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 3, 1994

SECTION III - 3 p.m.

E M P L O Y E E   S E P A R A T I O N S

(23) ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION III AGENDA.

As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section III Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Secretary will also announce changes to the Section III Agenda during the Roll Call.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (24) William M. Holt, Building and Grounds Patrol Officer (Class 8207), San Francisco War Memorial and Performing Arts Center.

Rec: Over to the meeting of February 7, 1994 at the request of Local 790.

DISMISSAL OF PERMANENT EMPLOYEE

- (25) Carol Hochstatter, Parts Storekeeper (Class 1929), Public Utilities Commission, San Francisco Municipal Railway.

December 6, 1993: Over to the meeting of January 3, 1994 at the request of Local 790.

Rec: Over to the meeting of February 7, 1994 at the request of the Public Utilities Commission.

(26) COMMISSIONERS' NEW BUSINESS.

(27) HUMAN RESOURCES DIRECTOR'S REPORT.

(28) EXECUTIVE OFFICER'S REPORT.

A. Status Reports

- Implementation of Proposition "L".
- State of the Civil Service Commission Rules: A Summary of Required and Needed Civil Service Commission Rules Changes and Proposal for Development of Strategic Plan.

B. Preliminary Review of Civil Service Commission Budget Request, Fiscal Year 1994-95. (File No. 003-94-1)

Open for discussion; final recommendation for Fiscal Year 1994-95 Budget Request to be submitted at the Commission meeting of February 7, 1994.

(29) REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(30) ADJOURNMENT.





SF  
C65  
#4  
2-7-94



**CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION**

DOCUMENTS DEPT.

FEB 3 1994

SAN FRANCISCO  
PUBLIC LIBRARY

**AGENDA**

**MEETING**

FEBRUARY 7, 1994

ROOM 282, SECOND FLOOR, CITY HALL

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

**ORDER OF BUSINESS**

SECTION I	ROLL CALL, ANNOUNCEMENTS AND CONSENT AGENDA	2:00 p.m.
SECTION II	REGULAR BUSINESS	2:00 p.m.
SECTION III	APPEALS OF BACKGROUND REJECTIONS FOR FIREFIGHTER AND POLICE OFFICER	3:00 p.m.
SECTION IV	EMPLOYEE SEPARATIONS	4:00 p.m.
SECTION V	COMMISSIONERS' NEW BUSINESS, REPORTS AND REQUESTS TO SPEAK	4:00 p.m.

**MEMBERS OF THE COMMISSION**

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

**COMMISSION STAFF**

Albert C. Walker, Executive Officer







## NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747, to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - FEBRUARY 7, 1994

SECTION I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL.

(2) MINUTES.

A. Regular Meeting of January 3, 1994.

B. Regular Meeting of October 18, 1993:

November 1, 1993: Approve as amended to record Commissioner Clopton's abstention under Charter Section 3.500 on Contract Number 291-93/94.

November 15, 1993: Staff directed to review transcript of hearing on File Numbers 6203-93 and 6677-93 of the October 18, 1993 Minutes to insure that the Minutes conform with the Commission's adopted motions.

Report on the review of transcript of two items related to Rinna Flohr heard by the Civil Service Commission on October 18, 1993 to determine if the draft Minutes reflect the action taken by the Commission. (File No. 090-94-5)

Rec: Adopt staff report.

1. Re File No. 6677-93 (Item 6):

Adopt the Minutes of October 18, 1993 as submitted.

2. Re File No. 6203-93 (Item 8):

Amend the Draft Minutes as follows:

Approve request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. Proceed with layoff of Reiko True when the Department of Public Health is able to appoint Rinna Flohr to a position in Class 2246 Assistant Director Clinical Services I on a permanent civil service basis without a break in service.

(3) ANNOUNCEMENTS.

- A. Announcement of changes to Section I Agenda.
- B. Executive Session, January 12, 1994 - 5 p.m.  
Executive Session, January 12, 1994 - 5:30 p.m.  
Executive Session, February 7, 1994 - 1 p.m.
- C. Other Announcements.

(4) CONSENT AGENDA (ITEMS 4A THROUGH 4J.)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

- (4A) Resolution of Commendation for Andrea Gourdine, Director of Personnel, Public Utilities Commission, upon her resignation to accept other employment. (File No. 053-94-1)

Rec: Adopt.

- (4B) Review of proposed personal services contract. (File No. 002-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
382-93/94	Airport	Jack Hopkins Company, Inc.

January 3, 1994: Contract Number 382-93/94 over to the meeting of February 7, 1994.

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

- (4C) Review of proposed personal services contracts. (File No. 073-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
426-93/94	Airport	National Assessment Services
427-93/94	Airport	Law Enforcement Psychological Services

(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
428-92/94	Airport	Polaris Research & Development
429-93/94	Airport	Michael Settles, Ed.D.
430-93/94	Airport	Robert Waller
431-93/94	Art Commission	Michael Manwaring
432-93/94	CAO	1010 BFH (Sanford Rosen)
433-93/94	Controller	To Be Determined
434-93/94	Mayor's Office	Career Resources Development Center
435-93/94	Mayor's Office	Charity Cultural Services Center
436-93/94	Mayor's Office	Koren Center, Inc.
437-93/94	Mayor's Office	Mission Child Care Consortium, Inc.
438-93/94	Mayor's Office	S.F. Educational Services
439-93/94	Mayor's Office	S.F. Educational Services
440-93/94	Mayor's Office	California Community Dispute Services
441-93/94	Mayor's Office	Community Boards
442-93/94	Mayor's Office	California Community Dispute Services
443-93/94	Parking & Traffic	Wilbur Smith Associates
444-93/94	Police	State of California - Employment Development Department
445-93/94	Port	Gibbs & Associates
446-93/94	Public Utilities Commission	Manna Consultants, Inc.

(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
447-93/94	Public Utilities Commission	Synergic Resources Corporation
448-93/94	Public Utilities Commission	Brown Vence & Associates
449-93/94	Public Works	To Be Selected
450-93/94	S.F. Community College District	SOH Associates - Structural Engineers
451-93/94	S.F. Community College District	James Chin
452-93/94	S.F. Community College District	Keith Robert Carr
453-93/94	S.F. Community College District	Craig Zachlod
454-93/94	S.F. Community College District	Asbestos Advisory Association
455-93/94	Public Health	California Pacific Medical Center/ Operation Concern
456-93/94	Public Health	Gay Asian Pacific Alliance Community HIV Project (GCHP)
457-93/94	Public Health	Haight Ashbury Free Medical Clinics, Inc.
458-93/94	Public Health	National Task Force on AIDS Prevention
459-93/94	Public Health	Planned Parenthood of Alameda/S.F.
460-93/94	Public Health	S.F. AIDS Foundation
461-93/94	Public Health	Center for Leadership Development
462-93/94	Public Health	Bayview Hunter's Point Adult Day Health Center
463-93/94	Public Health	Haight Ashbury Free Clinic



(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
464-93/94	Public Health	Lyon-Martin Women's Health Services
465-93/94	Public Health	Mission Neighborhood Health Center
466-93/94	Public Health	Regents, University of California - Family Practice Program
467-93/94	Public Health	Sequoia Hospital District, Redwood City
468-93/94	Public Health	Third Baptist Church, Inc.
469-93/94	Public Health	University of California, Berkeley/Office of Financial Aid
470-93/94	Public Health	UCSF/School of Nursing/Department of Family Health Care Nursing
471-93/94	Public Health	Various contractors
472-93/94	Public Health	Clayton Environmental Consultants, Inc.
473-93/94	Public Health	H+GCL
474-93/94	Public Health	SCA Environmental, Inc.
475-93/94	Public Health	Shared Medical Systems Corp. (SMS)
476-93/94	Public Health	Regents University of California S.F. - S.F. General Hospital
477-93/94	Public Health	The Support Center
478-93/94	Public Health	University of California, S.F. (UCSF)

(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
479-93/94	Public Works	O'Rorke Public Relations
482-93/94	Department of Human Resources	Cooperative Personnel Services
THE FOLLOWING PERSONAL SERVICES CONTRACTS ARE FUNDED BY SHORT-DOYLE FUNDS:		
480-93/94	Public Health	St. Francis Memorial Hospital
481-93/94	Public Health	Volunteer Center of San Francisco

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4D) Requests to appoint new employees at a salary step higher than normal.  
(File No. 078-94-9)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Lawrence Thoo Curator III (Class 3544)	Art Commission	3	3
2. Joseph Shasky Apprentice Stationary Engineer (Class 7375)	Public Works	8	8
3. Nicolas Dempsey Assistant Rental Manager (Class 9395)	Port	2	2
4. James Brennan Sewer Maintenance Worker (Class 7421)	Public Works	5	5

Rec: Adopt Human Resources Director's report.

(4E) Requests for salary adjustments for employees assigned supervisory duties. (File No. 079-94-9)

Rec: Adopt the Human Resources Director's report; approve salary adjustments; notify departments accordingly.

- (4F) Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8434 Supervising Probation Officer from six (6) months to twelve (12) months. (File No. 077-94-5) (Former File No. 6919-92)

January 4, 1993: Post for adoption.

Rec: Adopt.

- (4G) Designation of official Bulletin Boards of the Civil Service Commission and the Department of Human Resources.  
(File No. 095-94-1)

Rec: Adopt staff report; designate the official bulletin boards of the Civil Service Commission and the Department of Human Resources as recommended in the staff report.

- (4H) Appeal by James Vorrises of the decision of the Human Resources Director concerning layoff and reemployment at the San Francisco General Hospital Medical Center, Department of Public Health.  
(File No. 001-94-2)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Human Resources Department.

Rec: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

- (4I) Appeal from Local 21 of the decision of the Human Resources Director to approve the use of a new class of "Health Center Manager" (Class AA57) to fill several positions in the Department of Public Health.  
(File No. 002-94-2)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of staff.

Rec: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

(4J) Appeal by Gerald Meisel of background rejection for Police Officer (Class Q2). (File No. 027-94-4)

Rec: Off calendar at the direction of the Executive Officer (Mr. Meisel failed to exhaust administrative remedies in appealing disqualification in another component of this examination and is ineligible to proceed in the examination process. Consideration by the Civil Service Commission of his appeal of background rejection serves no purpose and this matter is, therefore, removed from the agenda).



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - FEBRUARY 7, 1994

SECTION II - 2 p.m.

R E G U L A R B U S I N E S S

(5) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION II AGENDA.

As soon after 2 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section II Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section II Agenda during the Roll Call.

(6) Reconsideration of Civil Service Commission action of July 19, 1993 related to Personnel Requisitions for Class 2320 Registered Nurse:

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.  
(File No. 054-94-5) (Former File No. 6017-93)

July 19, 1993: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

August 16, 1993: Over to the meeting of November 1, 1993 at the joint request of the Department of Public Health and Local 790.

November 1, 1993: Over to the meeting of December 6, 1993 at the request of Local 790.

December 6, 1993: Over to the meeting of February 7, 1994 at the request of Local 790.

Rec: Sustain decision of July 19, 1993 related to the approval of specialities on Personnel Requisitions for Class 2320 Registered Nurse and authorizations for Exception to the Order of Layoff.

- (7) Appeal by Jawaid Ijaz of the Human Resources Director's decision to deny request for appointment as a Senior Administrative Analyst (Class 1823). (File No. 038-94-5)

Rec: Adopt Human Resources Director's report; deny appeal of Jawaid Ijaz.

- (8) Appeal of the decision of the Human Resources Director by Peter Gentile to deny appointment following layoff to a certain position as Hospital Assistant Administrator (Class 2143). (File No. 001-94-5)

October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.

November 1, 1993: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.

November 15, 1993: Over to the meeting of December 6, 1993 due to split vote (vote of 2 to 2).

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Human Resources Director.

Rec: Adopt Human Resources Director's report; deny appeal of Peter Gentile; sustain the decision of the Human Resources Director.

- (9) Appeal by Michael Norman of the Human Resources Director's decision to deny his request for assault pay. (File No. 002-94-9)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Public Utilities Commission.

Rec: Adopt Human Resources Director's report; deny appeal of Michael Norman.

- (10) Proposed amendments to the Civil Service Commission Rules to implement Proposition "L" (November 1993 Ballot). (File No. 004-94-1)

December 6, 1993: Post for adoption at the Special Meeting of December 15, 1993.

(10)

(cont.) December 15, 1993:

Adopt except for Rule 21 - Rules Related To The Employer-Employee Relations Ordinance; Rule 21 over to the meeting of January 3, 1994. Adopted Rules to be effective on January 3, 1994.

January 3, 1994:

Consideration of Rule 21 - Rules Related to The Employer-Employee Relations Ordinance, over to the meeting of February 7, 1994. The City Attorney requested to respond to inquiries concerning the employee relations roles of the Civil Service Commission and the Department of Human Resources under Proposition L and other legislation.

Open for discussion.

(11)

Appeal of the Human Resources Director's denial to participate in the promotive examination for Program Specialist Supervisor (Class 2915). (File No. 087-94-4)

Rec: Adopt Human Resources Director's report; deny appeals of Dorothy Borders, Gwendolyn Durham, David Leigh, Ray Stanley and Carolyn Plybon.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - FEBRUARY 7, 1994

SECTION III - 3 p.m.

A P P E A L S O F B A C K G R O U N D R E J E C T I O N

F O R

F I R E F I G H T E R A N D P O L I C E O F F I C E R

(12) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION III AGENDA.

As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section III Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section III Agenda during the Roll Call.

(13) Appeal by Ronald Austin of background rejection for Firefighter (Class H2). (File No. 008-94-4)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the San Francisco Fire Department.

Rec: Adopt Human Resources Director's report; deny appeal of Ronald Austin; sustain the decision of the Chief of the San Francisco Fire Department.

(14) Appeal by Robert Borrego of background rejection for Firefighter (Class H2). (File No. 007-94-4)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the San Francisco Fire Department.

Rec: Adopt Human Resources Director's report; deny appeal of Robert Borrego; sustain the decision of the Chief of the San Francisco Fire Department.



- (15) Appeal by Jeffrey Cairns of background rejection for Police Officer (Class Q2). (File No. 004-94-4)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the appellant's attorney.

Rec: Adopt Human Resources Director's report; deny appeal of Jeffrey Cairns; sustain the decision of the Chief of Police.

- (16) Appeal by Rodney Tong of background rejection for Police Officer (Class Q2). (File No. 010-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Rodney Tong; sustain the decision of the Chief of Police.

- (17) Appeal by Stephan R. DeLozada of background rejection for Police Officer (Class Q2). (File No. 030-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Stephan R. DeLozada; sustain the decision of the Chief of Police.

- (18) Appeal by Laurence B. Barker of background rejection for Police Officer (Class Q2). (File No. 032-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Laurence B. Barker; sustain the decision of the Chief of Police.

- (19) Appeal by Michael H. Feiner of background rejection for Police Officer (Class Q2). (File No. 033-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Michael H. Feiner; sustain the decision of the Chief of Police.

- (20) Appeal by John L. Palleschi of background rejection for Police Officer (Class Q2). (File No. 035-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of John L. Palleschi; sustain the decision of the Chief of Police.

(21) Appeal by David P. D'Amato of background rejection for Police Officer (Class Q2). (File No. 036-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of David P. D'Amato; sustain the decision of the Chief of Police.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - FEBRUARY 7, 1994

SECTION IV - 4 p.m.

EMPLOYEE SEPARATIONS

(22) ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION IV AGENDA.

As soon after 4 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section IV Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section IV Agenda during the Roll Call.

APPEAL OF AUTOMATIC RESIGNATION

- (23) Kathleen Jones, Nurse Practitioner (Class 2328), Department of Public Health (Central Office).

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (24) Pamela A. Lyell, Head Nurse (Class 2322), Department of Public Health (Laguna Honda Hospital).

December 6, 1993: Over to the meeting of February 7, 1994 at the request of Local 856.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (25) William M. Holt, Building and Grounds Patrol Officer (Class 8207), San Francisco War Memorial and Performing Arts Center.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of Local 790.

Rec: Off calendar; request for hearing withdrawn.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (26) Rachelle D. Burton, Police Communications Disptacher (Class 8238), San Francisco Police Department, Police Communications Division.

Recommendation of the San Francisco Police Department:

Dismiss from the City and County Service.

TERMINATION OF TEMPORARY APPOINTMENT

- (27) R. Ann Davis, Secretary I (Class 1444), San Francisco Airports Commission.

Rec: Off calendar at the request of Local 790.

RESIGNATION - SERVICES UNSATISFACTORY

- (28) David W. Collins, Senior Estate Investigator (Class 4231), Public Administrator/Public Guardian.

Rec: Over to the meeting of May 16, 1994 at the request of Mr. Collins' attorney.

DISMISSAL OF PERMANENT EMPLOYEE

- (29) Carol Hochstatter, Parts Storekeeper (Class 1929), Public Utilities Commission (San Francisco Municipal Railway).

December 6, 1993: Over to the meeting of January 3, 1994 at the request of Local 790.



(29)

(cont.) January 3, 1994:

Over to the meeting of February 7, 1994 at the request of the Public Utilities Commission.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service.

DISMISSAL OF PERMANENT EMPLOYEE

- (30) Madeleine T. Saussotte, Gardener (Class 3417), Recreation and Park Department.

Recommendation of the Recreation and Park Department:

Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service.

DISMISSAL OF PERMANENT EMPLOYEE

- (31) Robert Culloty, Stationary Engineer (Class 7334), Department of Public Health (Laguna Honda Hospital).

Rec: Off calendar at Mr. Culloty's request.

CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - FEBRUARY 7, 1994

SECTION V - 4 p.m.

(32) COMMISSIONERS' NEW BUSINESS.

(33) HUMAN RESOURCES DIRECTOR'S REPORT.

(34) EXECUTIVE OFFICER'S REPORT.

FOR ACTION:

- (A) Civil Service Commission Budget Request for Fiscal Year 1994-95. (File No. 071-94-1)

Rec: Adopt a Fiscal Year 1994-95 Budget Request and direct that it be forwarded to the Mayor.

- (B) Establishment of a "Civil Service Commission Rules Revision Committee". (File No. 072-94-1)

Rec: 1. Adopt staff report.

A. Establish a Civil Service Commission Rules Revision Committee to review the Civil Service Commission Rules to identify and prioritize required/needed changes and develop a strategic plan for Civil Service Commission Rules revision in their entirety for recommendation to the Commission and to oversee and coordinate the Rules revision process.

B. Proposed composition of the Civil Service Commission Rules Revision Committee as follows:

MEMBER

ALTERNATE

CSC Member	CSC Member
Executive Officer, CSC	Assistant Executive Officer, CSC
Human Resources Director	Designated by Human Resources Director
Designated by the CAO	Designated by the CAO
Designated by the CHRM*	Designated by the CHRM*
Designated by the CSC	Designated by the CSC

(\* The Council of Human Resources Managers)

C. Request that the City Attorney assign a Deputy City Attorney to assist and advise the Rules Revision Committee.

(34)  
(cont.) EXECUTIVE OFFICER'S REPORT. (cont.)

- (C) Request from the Controller for submission from the Civil Service Commission of a supplemental appropriation to implement Proposition "L".

Open for discussion.

(35) REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(36) ADJOURNMENT.

In memory of Ascela Espinoza Castellanos, mother of Silvia Castellanos, a member of the Department of Human Resources staff, who died on January 31, 1994.







CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION

DOCUMENTS DEPT.  
MAR 3 1994  
SAN FRANCISCO  
PUBLIC LIBRARY

**AGENDA**

**MEETING**

MARCH 7, 1994

ROOM 282, SECOND FLOOR, CITY HALL

**ORDER OF BUSINESS**

SECTION I	ROLL CALL, ANNOUNCEMENTS AND CONSENT AGENDA	2:00 p.m.
SECTION II	REGULAR BUSINESS	2:00 p.m.
SECTION III	EMPLOYEE SEPARATIONS	3:30 p.m.
SECTION IV	COMMISSIONERS' NEW BUSINESS, REPORTS AND REQUESTS TO SPEAK	4:00 p.m.

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

MEMBERS OF THE COMMISSION

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

COMMISSION STAFF

Albert C. Walker, Executive Officer





NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MARCH 7, 1994

SECTION I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL.

(2) MINUTES.

Regular Meeting of February 7, 1994.

(3) ANNOUNCEMENTS.

- A. Announcement of changes to Section I Agenda.
- B. Executive Session, February 25, 1994 - 3 p.m.
- C. Executive Session, March 7, 1994 - 1 p.m.
- D. Other Announcements.

(4) CONSENT AGENDA (ITEMS 4A THROUGH 4H.)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(4A) Review of requests for approval of proposed personal services contracts. (File No. 171-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
483-93/94	Airport	Gerson/Overstreet
484-93/94	Airport	Hellmuth, Obata & Kassabaum/Group 4/ Robert Wong

(4A)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
485-93/94	Airport	Skidmore, Owings, Merrill/Del Campo Maru/Michael Willis Associates
486-93/94	Airport	Ross & Baruzzini
487-93/94	Airport	Carole Ellison
488-93/94	Airport	J.H. Morgan Consultants
489-93/94	Airport	Treadwell & Rollo, Inc.
490-93/94	Airport	Pacific Gas and Electric Co.
491-93/94	Art Commission	Stanley Saitowitz
492-93/94	Art Commission	Artist Team of Herby Lam, Lam Po Leong, Clayton Shiu and Wenyu Xu
493-93/94	Art Commission	Marcia Donahue
494-93/94	Human Rights Commission	John A. Griffin
495-93/94	Mayor's Office	Laurie R. Friedman Consulting
496-93/94	Public Health	S.F. Mime Troupe
497-93/94	Public Health	Richmond Area Multi-Services, Inc.
498-93/94	Public Utilities Commission	East/West Management Services
499-93/94	Recreation and Park	Techknosis Consultants
500-93/94	Sheriff	Ruth Morgan
501-93/94	Social Services	Alternative Family Services, Inc.
502-93/94	Treasurer/Tax Collector	Hinderliter, de Llamas & Associates

(4A)

(cont.) Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4B) Requests to appoint new employees at a salary step higher than normal. (File No. 078-94-9)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Lawrence Thoo Curator III (Class 3544)	Art Commission	3	3

February 7, 1994: Over to the meeting of March 7, 1994 at Commissioner Uyehara's request.

Rec: Adopt Human Resources Director's report.

(4C) Requests to appoint new employees at a salary step higher than normal. (File No. 168-94-9)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Roberta Rich Physician Assistant (Class 2218)	Public Health	5	5

Rec: Adopt Human Resources Director's report.

(4D) Requests to appoint new employees at a salary step higher than normal. (File No. 169-94-9)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Melissa A. Hatton Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4

(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
4. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
5. John W. Bitoff Special Assistant XV (Class 1374)	Mayor's Office	5	5
6. Noah W. Griffin Special Assistant XV (Class 1374)	Mayor's Office	5	5
7. Margaret Kisliuk Special Assistant XV (Class 1374)	Mayor's Office	5	5
8. Anne Kronenberg Special Assistant XV (Class 1374)	Mayor's Office	5	5
9. Teresa Serata Special Assistant XV (Class 1374)	Mayor's Office	5	5
10. Catherine Jacob Special Assistant VI (Class 1365)	Mayor's Office	4	4
11. Jeannie Lu Special Assistant VI (Class 1365)	Mayor's Office	4	4
12. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4
13. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4
14. Linda Asato Special Assistant VI (Class 1365)	Mayor's Office	4	4
15. Patrick Lynch Special Assistant VII (Class 1366)	Mayor's Office	5	5
16. Carolyn Clarke Special Assistant VII (Class 1366)	Mayor's Office	5	5



(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
17. Lynn Knox Special Assistant VII (Class 1366)	Mayor's Office	5	5
18. Frances Nakata Special Assistant IX (Class 1368)	Mayor's Office	4	4
19. Penelope Tsai Special Assistant IX (Class 1368)	Mayor's Office	4	4
20. Steven Barton Special Assistant IX (Class 1368)	Mayor's Office	4	4
21. Lula Tubbs Special Assistant IX (Class 1368)	Mayor's Office	4	4
22. Robin Eickman Special Assistant IX (Class 1368)	Mayor's Office	4	4
23. Vicki Rambo Special Assistant IX (Class 1368)	Mayor's Office	4	4
24. Roslyn Sholin Special Assistant IX (Class 1368)	Mayor's Office	4	4
25. Erica Henry Special Assistant IX (Class 1368)	Mayor's Office	4	4
26. Brian McInerney Special Assistant IX (Class 1368)	Mayor's Office	4	4
27. Stuart Sunshine Special Assistant IX (Class 1368)	Mayor's Office	4	4
28. Doris Thomas Special Assistant X (Class 1369)	Mayor's Office	4	4
29. Theresa Lee Special Assistant X (Class 1369)	Mayor's Office	4	4

(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
30. Elizabeth Days Special Assistant X (Class 1369)	Mayor's Office	4	4
31. Keith Choy Special Assistant X (Class 1369)	Mayor's Office	4	4
32. Carl Hedleston Special Assistant X (Class 1369)	Mayor's Office	4	4
33. Frank Schober Special Assistant X (Class 1369)	Mayor's Office	4	4
34. Lorraine Rominger Special Assistant X (Class 1369)	Mayor's Office	4	4
35. Derek Chu Special Assistant X (Class 1369)	Mayor's Office	4	4
36. David Heindel Special Assistant X (Class 1369)	Mayor's Office	4	4
37. Barrie Stewart Special Assistant X (Class 1369)	Mayor's Office	4	4
38. Thomas Mayfield Special Assistant XII (Class 1371)	Mayor's Office	4	4
39. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
40. Jean Harris Special Assistant XII (Class 1371)	Mayor's Office	4	4
41. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4
42. Ronald Blatman Special Assistant XII (Class 1371)	Mayor's Office	4	4

(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
43. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
44. Joseph Latorre Special Assistant XII (Class 1371)	Mayor's Office	5	5
45. Eugene Choy Special Assistant XIII (Class 1372)	Mayor's Office	5	5
46. Linda Mjellem Special Assistant XIII (Class 1372)	Mayor's Office	5	5
47. Anthony Lincoln Special Assistant XIII (Class 1372)	Mayor's Office	5	5

Rec: Adopt Human Resources Director's report.

(4E) Requests for salary adjustments for employees assigned supervisory duties. (File No. 172-94-9)

Rec: Adopt the Human Resources Director's report; approve salary adjustments; notify departments accordingly.

(4F) Establishment of a "Civil Service Commission Rules Revision Committee". (File No. 072-94-1)

February 7, 1994: Over to the meeting of March 7, 1994.

Rec: A. Adopt staff report; establish a Civil Service Commission Rules Revision Committee to review the Civil Service Commission Rules to identify and prioritize required/needed changes and develop a strategic plan for Civil Service Commission Rules revision in their entirety for recommendation to the Commission and to oversee and coordinate the Rules revision process.

(4F)  
(cont.)

- B. Proposed composition of the Civil Service Commission Rules Revision Committee as follows:

<u>MEMBER</u>	<u>ALTERNATE</u>
CSC Member	CSC Member
Executive Officer, CSC	Assistant Executive Officer, CSC
Human Resources Director	Designated by Human Resources Director
Designated by the CAO	Designated by the CAO
Designated by the CHRM*	Designated by the CHRM*
Designated by the CSC	Designated by the CSC

(\*The Council of Human Resources Managers)

- C. Request that the City Attorney assign a Deputy City Attorney to assist and advise the Rules Revision Committee.

- (4G) Policy and criteria for use of the Special Assistant series of classifications. (File No. 170-94-1)

January 3, 1994: The Commission directed that the staff of the Human Resources Department in consultation with the Executive Officer, Civil Service Commission, develop criteria for use of the Special Assistant series of classes.

Rec: Adopt Human Resources Director's Report.

- (4H) Clarification of Civil Service Commission action of November 15, 1993 in granting of supervisory differential and retroactive pay for William A. McConnell. (File No. 196-94-9) (Former File No. 2248-93)

Rec: Adopt staff report; grant supervisory differential and retroactive pay for William A. McConnell as recommended.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MARCH 7, 1994

SECTION II - 2 p.m.

R E G U L A R   B U S I N E S S

(5) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION II AGENDA.

As soon after 2 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section II Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section II Agenda during the Roll Call.

- (6) Final salary recommendations for Fiscal Year 1994-95; rates of pay for employees subject to salary setting under Charter Section 8.407; inclusion of private sector data and latest public sector data; final benchmark salary increases. (File No. 181-94-9)

Rec: Adopt Human Resources Director's report; forward to the Board of Supervisors.

- (7) Appeal by Michael Norman of the Human Resources Director's decision to deny his request for assault pay. (File No. 002-94-9)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Public Utilities Commission.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the Human Resources Director (Vote of 5 to 0).

Rec: Adopt Human Resources Director's report; deny appeal of Michael Norman.

- (8) Report of investigation requested by James Vorrises of Chief Accountant (Class 1658) position at San Francisco General Hospital Medical Center. (File No. 001-94-2)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

(8)

(cont.) January 3, 1994:

Over to the meeting of February 7, 1994 at the request of the Department of Human Resources.

February 7, 1994:

Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

Rec: Adopt Human Resources Director's report.

(9)

Appeal from Local 21 of the decision of the Human Resources Director to approve the use of a new class of "Health Center Manager" (Class AA57) to fill several positions in the Department of Public Health. (File No. 002-94-2)

January 3, 1994:

Over to the meeting of February 7, 1994 at the request of staff.

February 7, 1994:

Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

Rec: Adopt Human Resources Director's report; deny appeal of Local 21

(10)

Appeal by Local 21 of the use of the Special Assistant class series for positions in the Bureau of Planning, Airports Commission. (File No. 182-94-2)

Rec: Adopt Human Resources Director's report; deny appeal of Local 21.

(11)

Appeal of the decision of the Human Resources Director to deny status rights to Class 2322 Head Nurse for three employees of the Department of Public Health: Darcel Grace, Irene Overton and Michelle Friedman;

Appeal of a decision rendered by Edward Gazzano, Personnel Director, Department of Public Health, concerning a grievance filed by Darcel Grace and Irene Overton alleging a violation of Civil Service Commission Rules on seniority. (File No. 156-94-2)

Rec: Adopt Human Resources Director's report.

1. Deny the request by David Clisham, Attorney-at-Law, to appeal the decision of the Human Resources Director to deny status rights to Class 2322 Head Nurse for three employees of the Department of Public Health: Darcel Grace, Irene Overton and Michelle Friedman.

(11)

- (cont.) 2. Affirm Human Resources Director's determination by informing David Clisham, Attorney-at-Law, that the Civil Service Commission has no authority to consider an appeal of a decision rendered by Edward Gazzano, Personnel Director, Department of Public Health, concerning a grievance filed by Darcel Grace and Irene Overton alleging a violation of Civil Service Commission Rules on seniority.

- (12) Appeal by Jawaid Ijaz of the Human Resources Director's decision to deny request for appointment as a Senior Administrative Analyst (Class 1823). (File No. 038-94-5)

February 7, 1994: Over to the meeting of March 7, 1994 due to clerical error in noticing Mr. Ijaz (Vote of 5 to 0).

Rec: Adopt Human Resources Director's report; deny appeal of Jawaid Ijaz.

- (13) Status report on plan of the Department of Human Resources to monitor expanded certifications. (File No. 183-94-1)

Open for discussion.

- (14) Rehearing on the matter of the appeals of the Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131). (File No. 005-94-4)

January 3, 1994: Staff to readminister qualifications appraisal interviews to those who participated in this phase of the examination.

February 7, 1994: The Civil Service Commission met in closed session on Monday, February 7, 1994 at 1 p.m. in Room 52D (Basement) City Hall in accordance with the State of California Government Code to discuss the matter of the examination for Class 9131 Station Agent.

- a. The Commission voted to rehear the matter of the appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) considered on January 3, 1994;

(14)  
(cont.)

- b. Rescind action of January 3, 1994; reschedule appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) for hearing on March 7, 1994; notify all candidates;
- c. The Commission instructed staff of the Department of Human Resources to revise examination announcements and/or pertinent examination information given to applicants to clarify that notice pursuant to Rule 9, Section 9.14, is satisfied by posting Notice of the Civil Service Commission hearing on the official bulletin board either by special notice or through the Commission agenda. (Vote of 4 to 0).

Rec: Adopt Human Resources Director's report; deny appeals of Shawne Bowen, Ursula Castillo, Myrna Evangelista, Kerry Yee-Johnson and Cintia Jones, Catherina Leung, Katherina Messina and Larry Nichols.

- (15) Appeal of Human Resources Director's denial of protests regarding the rejection of applications for the examination for Senior Administrative Analyst (Class 1823) and Principal Administrative Analyst (Class 1824). (File No. 184-94-4)

Rec: Adopt the Human Resources Director's report; deny appeals of Mark Goldstein, Kenneth Green, Jawaaid Ijaz, Rosa Rankin, Dwight Steeves and James Wachob.

- (16) Appeal by Willa Cantillon of background rejection for Firefighter (Class H2). (File No. 084-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Willa Cantillon; sustain the decision of the Chief of the San Francisco Fire Department.

- (17) Appeal by John W. Cowherd of background rejection for Deputy Sheriff (Class 8304). (File No. 092-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of John W. Cowherd; sustain the decision of the Sheriff.



**SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3 p.m.**

- (18) Presentation by the San Francisco Police Department on the selection process and procedures for Police Officer (Class Q2) - Federal, State and Local Mandates and Guidelines. (File No. 195-94-4)

No action required; presentation only.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MARCH 7, 1994

SECTION III - 3:30 p.m.

EMPLOYEE SEPARATIONS

(19) ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION III AGENDA.

As soon after 3:30 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section III Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section III Agenda during the Roll Call.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (20) Rachelle D. Burton, Police Communications Disptacher (Class 8238), San Francisco Police Department, Police Communications Division.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of Local 790 (Vote of 4 to 0).

Recommendation of the San Francisco Police Department:

Dismiss from the City and County Service.

APPEAL OF AUTOMATIC RESIGNATION

- (21) Kathleen Jones, Nurse Practitioner (Class 2328), Department of Public Health (Central Office).

February 7, 1994: Over to the meeting of March 7, 1994; to be placed off calendar if resolution reached (Vote of 4 to 0).

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (22) Reynaldo Dizon, Parking Control Officer (Class 8214), Department of Parking and Traffic.

Recommendation of the Department of Parking and Traffic:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

APPEAL OF AUTOMATIC RESIGNATION

- (23) Michelle Hector, Health Worker III (Class 2587), Department of Public Health, (Central Office).

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (24) Wayne A. Shaw, Gardener (Class 3417), Recreation and Park Department.

Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MARCH 7, 1994

SECTION IV - 4 p.m.

(25) COMMISSIONERS' NEW BUSINESS.

(26) HUMAN RESOURCES DIRECTOR'S REPORT.

(27) EXECUTIVE OFFICER'S REPORT.

(28) REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(29) ADJOURNMENT.



65  
4  
3/21/94



**CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION**

DOCUMENTS DEPT.  
MAR 20 1994  
SAN FRANCISCO  
PUBLIC LIBRARY

**AGENDA**

**MEETING**

MARCH 21, 1994

ROOM 282, SECOND FLOOR, CITY HALL

**ORDER OF BUSINESS**

SECTION I	ROLL CALL, ANNOUNCEMENTS AND CONSENT AGENDA	2:00 p.m.
SECTION II	REGULAR BUSINESS	2:00 p.m.
SECTION III	EMPLOYEE SEPARATIONS	3:00 p.m.
SECTION IV	COMMISSIONERS' NEW BUSINESS, REPORTS AND REQUESTS TO SPEAK	3:00 p.m.

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

**MEMBERS OF THE COMMISSION**

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

**COMMISSION STAFF**

Albert C. Walker, Executive Officer





## NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.



AGENDA FOR REGULAR MEETING - MARCH 21, 1994

SECTION I - 2 p.m.

ITEM NO

(1) CALL TO ORDER AND COMMISSION ROLL CALL.

(2) MINUTES.

Regular Meeting of March 7, 1994.

(3) ANNOUNCEMENTS.

A. Announcement of changes to Section I Agenda.

B. Executive Session, March 7, 1994.

C. Other Announcements.

(4) CONSENT CALENDAR (ITEMS 4A THROUGH 4E).

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(4A) Resolution of Commendation for Mrs. Roy Matson, Senior Management Assistant, Coroner's Office, upon her retirement after forty (40) years of service. (File No. 227-94-1)

Rec: Adopt.

(4B) Review of requests for approval of proposed personal services contracts. (File No. 171-94-8)

NUMBER

DEPARTMENT

CONTRACTOR

483-93/94

Airport

Gerson/Overstreet

(4B)

(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
484-93/94	Airport	Hellmuth, Obata & Kassabaum/Group 4/ Robert Wong
485-93/94	Airport	Skidmore, Owings, Merrill/Del Campo Maru/Michael Willis Associates
486-93/94	Airport	Ross & Baruzzini
March 7, 1994:	Contracts Number 483-93/94; 484-93/94; 485-93/94; and 486-93/94 over to the meeting of March 21, 1994 at the request of Local 21.	
Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.		

(4C)

Review of requests for approval of proposed personal services  
contracts. (File No. 217-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
503-93/94	Airport	Occupational Management Services
504-93/94	Airport	Rides for Bay Area Commuters
505-93/94	CAO	Roy F. Weston
506-93/94	District Attorney	Informatix, Inc.
507-93/94	Mayor's Office	Linda Schanfein
508-93/94	Mayor's Office	Hilyard Wiggins
509-93/94	Police	CORE Corporation
510-93/94	Public Utilities Commission	Sverdrup Corporation
511-93/94	Public Utilities Commission	Gannett Fleming Engineers & Planners
512-93/94	Public Utilities Commission	Leedshill-Herkenhoff

(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
513-93/94	Public Utilities Commission	Unlimited Access/ Systems Support Technician
514-93/94	Public Works	To Be Determined
515-93/94	Public Works	Synergy, Inc.
516-93/94	Public Works	CST Environmental, Inc.
517-93/94	Public Works	Paradigm Environmental
518-93/94	Public Works	Marcor of California
519-93/94	Public Works	Bluewater, Inc.
520-93/94	Public Works	Restec, Inc.
521-93/94	Public Works	Uribe and Associates
522-93/94	Public Health	AIDS Benefit Counselors
523-93/94	Public Health	AIDS Emergency Fund
524-93/94	Public Health	AIDS Indigent Direct Services (A.I.D.S.)
525-93/94	Public Health	Shanti Project
526-93/94	Public Health	AIDS Legal Referral Panel
527-93/94	Public Health	Bar Association of San Francisco
528-93/94	Public Health	Bayview-Hunter's Point Foundation/ American Indian AIDS Institute
529-93/94	Public Health	Coming Home Support Services
530-93/94	Public Health	Continuum HIV Day Services
531-93/94	Public Health	18th Street Services
532-93/94	Public Health	Filipino Task Force on AIDS

(4C)

(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
533-93/94	Public Health	Golden Gate Community Inc./Bridge for Kids
534-93/94	Public Health	Home Care Companions
535-93/94	Public Health	Instituto Familiar de la Raza
536-93/94	Public Health	Lutheran Social Services
537-93/94	Public Health	National Task Force on AIDS Prevention
538-93/94	Public Health	Professional Management Development Corp.
539-93/94	Public Health	Project Open Hand
540-93/94	Public Health	Regents of the University of California/Center on Deafness
541-93/94	Public Health	Rose Resnick Lighthouse for the Blind and Visually Impaired
542-93/94	Public Health	San Francisco AIDS Foundation
543-93/94	Public Health	San Francisco AIDS Foundation
544-93/94	Public Health	San Francisco Food Bank
545-93/94	Public Health	San Francisco Network Ministries/Tenderloin AIDS Resource Center
546-93/94	Public Health	San Francisco Suicide Prevention

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.



(4D) Requests to appoint new employees at a salary step higher than normal.  
(File No. 169-94-9)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Melissa A. Hatton Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
4. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
5. John W. Bitoff Special Assistant XV (Class 1374)	Mayor's Office	5	5
6. Noah W. Griffin Special Assistant XV (Class 1374)	Mayor's Office	5	5
7. Margaret Kisliuk Special Assistant XV (Class 1374)	Mayor's Office	5	5
8. Anne Kronenberg Special Assistant XV (Class 1374)	Mayor's Office	5	5
9. Teresa Serata Special Assistant XV (Class 1374)	Mayor's Office	5	5
10. Catherine Jacob Special Assistant VI (Class 1365)	Mayor's Office	4	4
11. Jeannie Lu Special Assistant VI (Class 1365)	Mayor's Office	4	4
12. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4

(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
13. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4
14. Linda Asato Special Assistant VI (Class 1365)	Mayor's Office	4	4
15. Patrick Lynch Special Assistant VII (Class 1366)	Mayor's Office	5	5
16. Carolyn Clarke Special Assistant VII (Class 1366)	Mayor's Office	5	5
17. Lynn Knox Special Assistant VII (Class 1366)	Mayor's Office	5	5
18. Frances Nakata Special Assistant IX (Class 1368)	Mayor's Office	4	4
19. Penelope Tsai Special Assistant IX (Class 1368)	Mayor's Office	4	4
20. Steven Barton Special Assistant IX (Class 1368)	Mayor's Office	4	4
21. Lula Tubbs Special Assistant IX (Class 1368)	Mayor's Office	4	4
22. Robin Eickman Special Assistant IX (Class 1368)	Mayor's Office	4	4
23. Vicki Rambo Special Assistant IX (Class 1368)	Mayor's Office	4	4
24. Roslyn Sholin Special Assistant IX (Class 1368)	Mayor's Office	4	4
25. Erica Henry Special Assistant IX (Class 1368)	Mayor's Office	4	4

(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
26. Brian McInerney Special Assistant IX (Class 1368)	Mayor's Office	4	4
27. Stuart Sunshine Special Assistant IX (Class 1368)	Mayor's Office	4	4
28. Doris Thomas Special Assistant X (Class 1369)	Mayor's Office	4	4
29. Theresa Lee Special Assistant X (Class 1369)	Mayor's Office	4	4
30. Elizabeth Days Special Assistant X (Class 1369)	Mayor's Office	4	4
31. Keith Choy Special Assistant X (Class 1369)	Mayor's Office	4	4
32. Carl Hedleston Special Assistant X (Class 1369)	Mayor's Office	4	4
33. Frank Schober Special Assistant X (Class 1369)	Mayor's Office	4	4
34. Lorraine Rominger Special Assistant X (Class 1369)	Mayor's Office	4	4
35. Derek Chu Special Assistant X (Class 1369)	Mayor's Office	4	4
36. David Heindel Special Assistant X (Class 1369)	Mayor's Office	4	4
37. Barrie Stewart Special Assistant X (Class 1369)	Mayor's Office	4	4
38. Thomas Mayfield Special Assistant XII (Class 1371)	Mayor's Office	4	4

(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
39. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
40. Jean Harris Special Assistant XII (Class 1371)	Mayor's Office	4	4
41. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4
42. Ronald Blatman Special Assistant XII (Class 1371)	Mayor's Office	4	4
43. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
44. Joseph Latorre Special Assistant XII (Class 1371)	Mayor's Office	5	5
45. Eugene Choy Special Assistant XIII (Class 1372)	Mayor's Office	5	5
46. Linda Mjellem Special Assistant XIII (Class 1372)	Mayor's Office	5	5
47. Anthony Lincoln Special Assistant XIII (Class 1372)	Mayor's Office	5	5

March 7, 1994: Over to the meeting of March 21, 1994 at  
the request of the Human Resources Director.

Rec: Adopt Human Resources Director's report.

(4E)

Rehearing on the matter of the appeals of the Human Resources  
Director's denial of various protests related to the examination  
process for Station Agent (Class 9131). (005-94-4)

January 3, 1994: Staff to readminister qualifications  
appraisal interviews to those who  
participated in this phase of the  
examination.



(4E)  
(cont.)

February 7, 1994:

The Civil Service Commission met in closed session on Monday, February 7, 1994 at 1 p.m. in Room 52D (Basement) City Hall in accordance with the State of California Government Code to discuss the matter of the examination for Class 9131 Station Agent.

- a. The Commission voted to rehear the matter of the appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) considered on January 3, 1994;
- b. Rescind action of January 3, 1994; reschedule appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) for hearing on March 7, 1994; notify all candidates;
- c. The Commission instructed staff of the Department of Human Resources to revise examination announcements and/or pertinent examination information given to applicants to clarify that notice pursuant to Rule 9, Section 9.14, is satisfied by posting Notice of the Civil Service Commission hearing on the official bulletin board either by special notice or through the Commission agenda. (Vote of 4 to 0).

March 7, 1994:

Over to the meeting of March 21, 1994 (Special Order of Business to be heard at 3 p.m.).

Rec: Over to the meeting of April 4, 1994 at the request of the Public Utilities Commission.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MARCH 21, 1994

SECTION II - 2 p.m.

R E G U L A R   B U S I N E S S

(5) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION II AGENDA.

As soon after 2 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section II Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section II Agenda during the Roll Call.

- (6) Appeal of the Human Resources Director's denial of Roger Boucher's protest of the terms of the examination announcement for Urban Forester (Class 3426). (File No. 093-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Roger Boucher, Jr.

- (7) Appeal by Tanesia L. Williams of background rejection for Deputy Sheriff (Class 8304). (File No. 150-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Tanesia L. Williams; sustain the decision of the Sheriff.

- (8) Report of investigation requested by James Vorrises of Chief Accountant (Class 1658) position at San Francisco General Hospital Medical Center. (File No. 001-94-2)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Department of Human Resources.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

(8)

(cont.) March 7, 1994: Over to the meeting of March 21, 1994 at the request of Mr. Vorris's attorney.

Rec: Adopt Human Resources Director's report.

(9) Appeal from Local 21 of the decision of the Human Resources Director to approve the use of a new class of "Health Center Manager" (Class AA57) to fill several positions in the Department of Public Health. (File No. 002-94-2)

January 3, 1994: Over to the meeting of February 7, 1994 at the request of staff.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

March 7, 1994: Over to the meeting of March 21, 1994 at the request of Local 21's attorney.

Rec: Adopt Human Resources Director's report; deny appeal of Local 21 of the decision of the Human Resources Director to approve the use of Class AA57 Health Center Manager to fill several positions in the Department of Public Health.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MARCH 21, 1994

SECTION III - 3 p.m.

E M P L O Y E E   S E P A R A T I O N S

(10) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION III AGENDA.

As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section III Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section III Agenda during the Roll Call.

DISMISSAL OF PERMANENT EMPLOYEE

- (11) Abdul Khaliq, Parking Control Officer, (Class 8214), Department of Parking and Traffic.

Rec: Over to the meeting of April 4, 1994 at the request of Mr. Khaliq's attorney.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MARCH 21, 1994

SECTION IV - 3 p.m. .

(12) COMMISSIONERS' NEW BUSINESS.

(13) HUMAN RESOURCES DIRECTOR'S REPORT.

(14) EXECUTIVE OFFICER'S REPORT.

- Status of Civil Service Commission Supplemental Appropriation Request, Fiscal Year 1994-95.
- Assistant Executive Officer, Civil Service Commission - Position Description; Recruitment and Selection Plan; Job Bulletin.

(15) REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(16) ADJOURNMENT.



ST-  
C65  
#4  
4/4/94



**CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION**

DOCUMENTS DEPT.  
100 150 1  
SAN FRANCISCO  
PUBLIC LIBRARY

**AGENDA**

**MEETING**

**APRIL 4, 1994**

**ROOM 282, SECOND FLOOR, CITY HALL**

**ORDER OF BUSINESS**

SECTION I	ROLL CALL, ANNOUNCEMENTS AND CONSENT AGENDA	2:00 p.m.
SECTION II	REGULAR BUSINESS	2:00 p.m.
SECTION III	EMPLOYEE SEPARATIONS	3:30 p.m.
SECTION IV	COMMISSIONERS' NEW BUSINESS, REPORTS AND REQUESTS TO SPEAK	4:00 p.m.

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

**MEMBERS OF THE COMMISSION**

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

**COMMISSION STAFF**

Albert C. Walker, Executive Officer







NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

AGENDA FOR REGULAR MEETING - APRIL 4, 1994

SECTION I - 2 p.m.

ITEM NO.

(1) CONTINUANCES: SECTION I CALENDAR

(2) MINUTES: REGULAR MEETING OF APRIL 4, 1994

(3) ANNOUNCEMENTS.

A. Announcement of changes to Section I Agenda.

B. Executive Session, April 4, 1994.

C. Other Announcements.

(4) CONSENT CALENDAR (ITEMS 4A THROUGH 4F).

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(4A) Review of requests for approval of proposed personal services contracts. (File No. 251-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
547-93/94	Airport	Robert Waller
548-93/94	Art Commission	Su-Chen Hung
549-93/94	Art Commission	James Carpenter
550-93/94	Art Commission	Vito Acconci
551-93/94	Art Commission	Lewis de Soto
552-93/94	Art Commission	Sheila Ghidini
553-93/94	Art Commission	Leonard Hunter



(4A)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
554-93/94	Art Commission	Maureen O'Rourke Public Relations
555-93/94	Art Commission	Friends of Support Services for the Arts (FSSA)
556-93/94	S.F. Community College District	Mark Holman
557-93/94	Controller	ABR Consulting Group, Inc.
558-93/94	Human Resources	Hanna-Gill Associates
559-93/94	Human Resources	Judith Sweet
560-93/94	Mayor's Office	Ken Blum and Associates
561-93/94	Public Works	Carol Brown
562-93/94	Public Works	To be determined
563-93/94	Public Works	William Jones
564-93/94	Public Utilities Commission	Russet Diesel
565-93/94	Public Utilities Commission	Russet Diesel
566-93/94	Public Utilities Commission	Russet Diesel
567-93/94	Public Utilities Commission	Diversified Diesel Services
568-93/94	Public Utilities Commission	Daniel B. Steiner
569-93/94	Social Services	Children's Council of San Francisco
570-93/94	Social Services	S.F. Community College District
571-93/94	Social Services	American Red Cross, Golden Gate Chapter



(4A)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
572-93/94	Social Services	Audrey L. Smith Development Center, Inc.
573-93/94	Public Health	Haight Ashbury Free Clinics, Inc.
574-93/94	Public Health	Kathleen Roe
575-93/94	Public Health	Coalition for Immigrant and Refugee Rights and Services
576-93/94	S.F. Community College District	To be determined
577-93/94	Art Commission	Ann Hamilton

Rec: Adopt Human Resources Director's report; notify the offices of  
the Controller and the Purchaser.

(4B) Requests to appoint new employees at a salary step higher than  
normal. (File No. 169-94-9)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Melissa A. Hatton Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
4. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
5. John W. Bitoff Special Assistant XV (Class 1374)	Mayor's Office	5	5

(4B)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
6. Noah W. Griffin Special Assistant XV (Class 1374)	Mayor's Office	5	5
7. Margaret Kisliuk Special Assistant XV (Class 1374)	Mayor's Office	5	5
8. Anne Kronenberg Special Assistant XV (Class 1374)	Mayor's Office	5	5
9. Teresa Serata Special Assistant XV (Class 1374)	Mayor's Office	5	5
10. Catherine Jacob Special Assistant VI (Class 1365)	Mayor's Office	4	4
11. Jeannie Lu Special Assistant VI (Class 1365)	Mayor's Office	4	4
12. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4
13. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4
14. Linda Asato Special Assistant VI (Class 1365)	Mayor's Office	4	4
15. Patrick Lynch Special Assistant VII (Class 1366)	Mayor's Office	5	5
16. Carolyn Clarke Special Assistant VII (Class 1366)	Mayor's Office	5	5
17. Lynn Knox Special Assistant VII (Class 1366)	Mayor's Office	5	5
18. Frances Nakata Special Assistant IX (Class 1368)	Mayor's Office	4	4

(4B)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
19. Penelope Tsai Special Assistant IX (Class 1368)	Mayor's Office	4	4
20. Steven Barton Special Assistant IX (Class 1368)	Mayor's Office	4	4
21. Lula Tubbs Special Assistant IX (Class 1368)	Mayor's Office	4	4
22. Robin Eickman Special Assistant IX (Class 1368)	Mayor's Office	4	4
23. Vicki Rambo Special Assistant IX (Class 1368)	Mayor's Office	4	4
24. Roslyn Sholin Special Assistant IX (Class 1368)	Mayor's Office	4	4
25. Erica Henry Special Assistant IX (Class 1368)	Mayor's Office	4	4
26. Brian McInerney Special Assistant IX (Class 1368)	Mayor's Office	4	4
27. Stuart Sunshine Special Assistant IX (Class 1368)	Mayor's Office	4	4
28. Doris Thomas Special Assistant X (Class 1369)	Mayor's Office	4	4
29. Theresa Lee Special Assistant X (Class 1369)	Mayor's Office	4	4
30. Elizabeth Days Special Assistant X (Class 1369)	Mayor's Office	4	4

(4B)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
31. Keith Choy Special Assistant X (Class 1369)	Mayor's Office	4	4
32. Carl Hedleston Special Assistant X (Class 1369)	Mayor's Office	4	4
33. Frank Schober Special Assistant X (Class 1369)	Mayor's Office	4	4
34. Lorraine Rominger Special Assistant X (Class 1369)	Mayor's Office	4	4
35. Derek Chu Special Assistant X (Class 1369)	Mayor's Office	4	4
36. David Heindel Special Assistant X (Class 1369)	Mayor's Office	4	4
37. Barrie Stewart Special Assistant X (Class 1369)	Mayor's Office	4	4
38. Thomas Mayfield Special Assistant XII (Class 1371)	Mayor's Office	4	4
39. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
40. Jean Harris Special Assistant XII (Class 1371)	Mayor's Office	4	4
41. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4
42. Ronald Blatman Special Assistant XII (Class 1371)	Mayor's Office	4	4



(4B)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
43. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
44. Joseph Latorre Special Assistant XII (Class 1371)	Mayor's Office	5	5
45. Eugene Choy Special Assistant XIII (Class 1372)	Mayor's Office	5	5
46. Linda Mjellem Special Assistant XIII (Class 1372)	Mayor's Office	5	5
47. Anthony Lincoln Special Assistant XIII (Class 1372)	Mayor's Office	5	5

March 7, 1994: Over to the meeting of March 21, 1994 at the request of the Human Resources Director.

March 21, 1994: Over to the meeting of April 4, 1994 at the request of the Human Resources Director.

Rec: Over to the meeting of April 18, 1994 at the request of the Human Resources Director.

(4C) Request to appoint new employees at a salary step higher than normal. (File No. 254-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Margaret Layne Special Assistant XIII (Class 1372)	Airport	5	5
2. Thomas Merrill Radio Technician (Class 7367)	Airport	2	2
3. Sandra Hernandez Director of Health (Class 1168)	Public Health	4	4

(4C)  
(cont.)

	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
4.	Lisa Lew Health Worker III (Class 2587)	Public Health	5	5
5.	Ralph Jacobson Special Assistant XIII (Class 1372)	Chief Administrative Officer	5	5

Rec: Adopt Human Resources Director's report.

(4D) Requests for salary adjustments for employees assigned supervisory duties. (File No. 253-94-3)

Rec: Adopt Human Resources Director's report; approve salary adjustments; notify departments accordingly.

(4E) Request to use the class in the Special Assistant Series for one position in the Civil Service Commission. (File No. 261-94-1)

Rec: Adopt staff report; allow use of Class 1372 Special Assistant XIII in the Civil Service Commission as Assistant Executive Officer.

(4F) Proposed amendments to Civil Service Commission Rule 21 - Rules Related To The Employer-Employee Relations Ordinance to implement Proposition L. (File No. 262-94-5)

Rec: Post for adoption.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - APRIL 4, 1994

SECTION II - 2 P.M.

R E G U L A R   B U S I N E S S

(5) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION II AGENDA.

As soon after 2 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section II Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section II Agenda during the Roll Call.

SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3 P.M.

- (6) Rehearing on the matter of the appeals of the Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131). (005-94-4)

January 3, 1994:                Staff to readminister qualifications appraisal interviews to those who participated in this phase of the examination.

February 7, 1994:            The Civil Service Commission met in closed session on Monday, February 7, 1994 at 1 p.m. in Room 52D (Basement) City Hall in accordance with the State of California Government Code to discuss the matter of the examination for Class 9131 Station Agent.

- a. The Commission voted to rehear the matter of the appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) considered on January 3, 1994;

(6)  
(cont.)

- b. Rescind action of January 3, 1994; reschedule appeal of Human Resources Director's denial of various protests related to the examination process for Station Agent (Class 9131) for hearing on March 7, 1994; notify all candidates;
- c. The Commission instructed staff of the Department of Human Resources to revise examination announcements and/or pertinent examination information given to applicants to clarify that notice pursuant to Rule 9, Section 9.14, is satisfied by posting Notice of the Civil Service Commission hearing on the official bulletin board either by special notice or through the Commission agenda. (Vote of 4 to 0).

March 7, 1994: Over to the meeting of March 21, 1994  
(Special Order of Business to be heard at 3 p.m.).

March 21, 1994: Over to the meeting of April 4, 1994 at the request of the Public Utilities Commission.

Rec: Adopt Human Resources Director's report; deny appeals of Shawne Bowen, Ursula Castillo, Myrna Evangelista, Kerry Yee-Johnson and Cintia Jones, Catherina Leung, Katherina Messina and Larry Nichols.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - APRIL 4, 1994

SECTION III - 3:30 P.M.

EMPLOYEE SEPARATIONS

(7) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION III AGENDA.

As soon after 3:30 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section III Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section III Agenda during the Roll Call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (8) Sharon Green, Secretary II, (Class 1446), Department of Public Health, Central Office.

Recommendation of the Department of Public Health:

Future employment subject to review and approval of the Human Resources Director after satisfactory completion of two (2) years of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (9) Marlin Arceneaux, Porter Supervisor I, (Class 2740), Department of Public Health, Laguna Honda Hospital.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (10) Dale Yoshizuka, Deputy Clerk, (Class 330), Municipal Court, Criminal Division.

Recommendation of the Municipal Court:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Municipal Court.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (11) Rachelle D. Burton, Police Communications Disptacher (Class 8238), San Francisco Police Department, Police Communications Division.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of Local 790 (Vote of 4 to 0).

March 7, 1994: Over to the meeting of April 4, 1994 at the request of Local 790.

Recommendation of the San Francisco Police Department:

Dismiss from the City and County Service.

TERMINATION OF TEMPORARY APPOINTMENT

- (12) R. Ann Davis, Secretary I (Class 1444), San Francisco Airports Commission.

February 7, 1994: Off calendar at the request of Local 790; to be recalendared if resolution not reached; Airports Commission to apprise the Executive Officer of status within thirty (30) days.

Recommendation of the San Francisco Airports Commission:

Cancel any current examination and eligibility status in Class 1444 Secretary I. Not to be employed again by the San Francisco Airports Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (13) Abdul Khaliq, Parking Control Officer, (Class 8214), Department of Parking and Traffic.

March 21, 1994: Over to the meeting of April 4, 1994 at the request of Mr. Khaliq's attorney.

Recommendation of the Department of Parking and Traffic:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - APRIL 4, 1994

SECTION IV - 4 P.M.

(14) COMMISSIONERS' NEW BUSINESS.

(15) HUMAN RESOURCES DIRECTOR'S REPORT.

- Update of the Business Strategic Plan.

(16) EXECUTIVE OFFICER'S REPORT.

- Assistant Executive Officer, Civil Service Commission -  
Position Description; Recruitment and Selection Plan;  
Job Bulletin.

(17) REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(18) ADJOURNMENT.





**CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION**

**AGENDA**

**MEETING**

DOCUMENTS DEPT.

APR 14 1994

SAN FRANCISCO  
PUBLIC LIBRARY

APRIL 18, 1994

ROOM 282, SECOND FLOOR, CITY HALL

**ORDER OF BUSINESS**

SECTION I	ROLL CALL, ANNOUNCEMENTS AND CONSENT AGENDA	2:00 p.m.
SECTION II	REGULAR BUSINESS	2:00 p.m.
SECTION III	EMPLOYEE SEPARATIONS	3:00 p.m.
SECTION IV	COMMISSIONERS' NEW BUSINESS, REPORTS AND REQUESTS TO SPEAK	4:00 p.m.

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

**MEMBERS OF THE COMMISSION**

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

**COMMISSION STAFF**

Albert C. Walker, Executive Officer





NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.



AGENDA FOR REGULAR MEETING - APRIL 18, 1994

SECTION I - 2 p.m.

ITEM NO.

(1) ROLL CALL.

(2) MINUTES: REGULAR MEETING OF APRIL 4, 1994

(3) ANNOUNCEMENTS.

- A. Announcement of changes to Section I Agenda.
- B. Executive Session, April 18, 1994.
- C. Other Announcements.

(4) CONSENT CALENDAR (ITEMS 4A THROUGH 4F).

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(4A) Review of requests for approval of proposed personal services contracts. (File No. 171-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
483-93/94	Airport	Gerson/Overstreet
484-93/94	Airport	Hellmuth, Obata & Kassabaum/Group 4/ Robert Wong
485-93/94	Airport	Skidmore, Owings, Merrill/Del Campo Maru/Michael Willis Associates

(4A)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
486-93/94	Airport	Ross & Baruzzini
March 7, 1994:	Contracts Number 483-93/94; 484-93/94; 485-93/94; and 486-93/94 over to the meeting of March 21, 1994 at the request of Local 21.	
March 21, 1994:	Over to the meeting of April 18, 1994 at the request of the Airports Commission.	
Rec:	Over to the meeting of May 2, 1994 at the request of the Airports Commission.	

(4B) Review of requests for approval of proposed personal services contracts. (File No. 296-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
578-93/94	Airport	Honeywell, Inc.
579-93/94	Art Commission	Carl Cheng
580-93/94	Art Commission	Fiberstars
581-93/94	Controller	ABR Consulting Group, Inc.
582-93/94	Juvenile Probation	Bayview Hunters Point Foundation
583-93/94	Juvenile Probation	Bayview Hunters Point Foundation
584-93/94	Juvenile Probation	Ella Hill Hutch Community Center
585-93/94	Juvenile Probation	Y.W.C.A. of San Francisco
586-93/94	Juvenile Probation	Real Alternative Program
587-93/94	Juvenile Probation	Chinatown Youth Center
588-93/94	Juvenile Probation	Morrisania West, Inc.
589-93/94	Juvenile Probation	Potrero Hill Neighborhood House

(4B)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
590-93/94	Juvenile Probation	Potrero Hill Neighborhood House
591-93/94	Juvenile Probation	Pilipino Early Intervention Prog.
592-93/94	Mayor	Roobert F. Kenney Fellow Program/ San Francisco State University
593-93/94	Mayor	San Francisco Unified School District, Nutrition Services
594-93/94	Police	John A. Griffin
595-93/94	Public Utilities Commission	Bookman-Edmonston Engineering, Inc.
596-93/94	Public Utilities Commission	McLeod and Associates
597-93/94	Public Utilities Commission	Ronald Yoshiyama
598-93/94	Public Utilities Commission	David M. Dornbusch & Co., Inc.
599-93/94	Public Utilities Commission	Russett Diesel Service
600-93/94	Police	Wayne Papy
601-93/94	Police	Tiburon, Inc.
602-93/94	Public Works	James Scherocman
603-93/94	Social Services	Children's Council of S.F.
604-93/94	Social Services	Wright Marketing, Inc. DBA National Homecare Systems

Rec: Adopt Human Resources Director's report; notify the offices of  
the Controller and the Purchaser.

- (4C) Review of requests for approval of proposed personal services contracts. (File No. 297-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
605-93/94	Public Health	Regents, University of California-Family Practice Program
606-93/94	Public Health	UCSF, School of Medicine
607-93/94	Public Health	County of San Mateo Division of Mental Health Services
608-93/94	Public Health	The Youth Leadership Institute
609-93/94	Public Health	Health Management Systems, Inc.

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM THE DEPARTMENT OF PUBLIC HEALTH WITH FEDERAL GRANT CARE BILL FUNDING.

610-93/94	Public Health	American College of Traditional Medicine
611-93/94	Public Health	Ark of Refuge
612-93/94	Public Health	Baker Places, Inc.
613-93/94	Public Health	Bay Area Addiction Resources and Treatment
614-93/94	Public Health	Bay Area Young Positives
615-93/94	Public Health	Bayview-Hunter's Point Foundation
616-93/94	Public Health	Black Coalition on AIDS
617-93/94	Public Health	CA Pacific Medical Center/Children's Hospital - HIV Center
618-93/94	Public Health	CA Pacific Medical Center/Private Care Services



(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
619-93/94	Public Health	CA Pacific Medical Center/Operation Concern
620-93/94	Public Health	CA Pacific Medical Center/Visiting Nurses & Hospice
621-93/94	Public Health	Catholic Charities
622-93/94	Public Health	Chemical Awareness & Treatment Services
623-93/94	Public Health	Bay Area Addiction Resources and Treatment
624-93/94	Public Health	Family Service Agency of S.F.
625-93/94	Public Health	Gay Asian Pacific Alliance Community HIV Project
626-93/94	Public Health	Glide Foundation
627-93/94	Public Health	Haight Ashbury Free Medical Clinic
628-93/94	Public Health	Hartford Street Zen Center/Maitri AIDS Hospice
629-93/94	Public Health	Independent Housing Service
630-93/94	Public Health	Institute for Traditional Medicine/Immune Enhancement Program
631-93/94	Public Health	Iris Center
632-93/94	Public Health	Larkin Street Youth Center
633-93/94	Public Health	Lyon Martin Women's Health Services

(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
634-93/94	Public Health	Mission Neighborhood Health Center
635-93/94	Public Health	National Association for the Visually Handicapped
636-93/94	Public Health	Planned Parenthood of Alameda and San Francisco/PHREDA
637-93/94	Public Health	Regents of the University of California/AIDS Clinic
638-93/94	Public Health	Regents of the University of California/AIDS Health Project
639-93/94	Public Health	Regents of the University of California/Substance Abuse Services
640-93/94	Public Health	St. Mary's Hospital & Medical Center
641-93/94	Public Health	Salvation Army
642-93/94	Public Health	San Francisco Community Clinic Consortium
643-93/94	Public Health	The Support Center
644-93/94	Public Health	University of the Pacific/School of Dentistry
645-93/94	Public Health	Walden House
646-93/94	Public Health	Westside Community Mental Health Center

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM THE MAYOR'S CRIMINAL JUSTICE COUNCIL.

647-93/94	Mayor	O.M.I. Pilgrim Community Center
-----------	-------	---------------------------------

(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
648-93/94	Mayor	Visitation Valley Community Center
649-93/94	Mayor	Potrero Hill Neighborhood House
650-93/94	Mayor	Ella Hill Hutch Community Center
651-93/94	Mayor	San Francisco SAFE
652-93/94	Mayor	Chinatown Youth Center
653-93/94	Mayor	Bayview Hunter's Point Foundation
654-93/94	Mayor	Real Alternatives Program, Inc.

Rec: Adopt Human Resources Director's report; notify the offices of  
the Controller and the Purchaser.

(4D) Requests to appoint new employees at a salary step higher than  
normal. (File No. 169-94-9)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
4. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4
5. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4

(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
6. Linda Asato Special Assistant VII (Class 1366)	Mayor's Office	4	4
7. Patrick Lynch Special Assistant VII (Class 1366)	Mayor's Office	5	5
8. Carolyn Clarke Special Assistant VII (Class 1366)	Mayor's Office	5	5
9. Robin Eickman Special Assistant VII (Class 1366)	Mayor's Office	4	4
10. Lynn Knox Special Assistant VII (Class 1366)	Mayor's Office	5	5
11. Penelope Tsai Special Assistant IX (Class 1368)	Mayor's Office	4	4
12. Steven Barton Special Assistant IX (Class 1368)	Mayor's Office	4	4
13. Lula Tubbs Special Assistant IX (Class 1368)	Mayor's Office	4	4
14. Vicki Rambo Special Assistant IX (Class 1368)	Mayor's Office	4	4
15. Erica Henry Special Assistant IX (Class 1368)	Mayor's Office	4	4
16. Brian McInerney Special Assistant IX (Class 1368)	Mayor's Office	4	4
17. Stuart Sunshine Special Assistant X (Class 1369)	Mayor's Office	4	4



(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
18. Theresa Lee Special Assistant XII (Class 1371)	Mayor's Office	4	4
19. Elizabeth Byas Special Assistant IX (Class 1368)	Mayor's Office	2	2
20. Keith Choy Special Assistant X (Class 1369)	Mayor's Office	4	4
21. Carl Hedleston Special Assistant X (Class 1369)	Mayor's Office	4	4
22. Frank Schober Special Assistant X (Class 1369)	Mayor's Office	4	4
23. Lorraine Rominger Special Assistant X (Class 1369)	Mayor's Office	4	4
24. Derek Chu Special Assistant X (Class 1369)	Mayor's Office	4	4
25. David Heindel Special Assistant X (Class 1369)	Mayor's Office	4	4
26. Barrie Stewart Special Assistant X (Class 1369)	Mayor's Office	4	4
27. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
28. Jean Harris Special Assistant XII (Class 1371)	Mayor's Office	4	4
29. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4

(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
30. Ronald Blatman Special Assistant XII (Class 1371)	Mayor's Office	4	4
31. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
32. Joseph Latorre Special Assistant XIII (Class 1372)	Mayor's Office	5	5
33. Linda Mjellem Special Assistant XV (Class 1374)	Mayor's Office	3	3
34. Anthony Lincoln Special Assistant XV (Class 1374)	Mayor's Office	3	3
35. Noah W. Griffin Special Assistant XVII (Class 1376)	Mayor's Office	2	2
36. Margaret Kisliuk Special Assistant XVII (Class 1376)	Mayor's Office	2	2
37. Teresa Serata Special Assistant XVII (Class 1376)	Mayor's Office	2	2
38. John Bitoff Special Assistant XVII (Class 1376)	Mayor's Office	2	2

March 7, 1994: Over to the meeting of March 21, 1994 at the request of the Human Resources Director.

March 21, 1994: Over to the meeting of April 4, 1994 at the request of the Human Resources Director.

April 4, 1994: Over to the meeting of April 18, 1994 at the request of the Human Resources Director.

Rec: Adopt Human Resources Director's report.

(4E) Requests to appoint new employees at a salary step higher than normal. (File No. 303-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Jessie Katz Senior Clerk Typist (Class 1426)	Public Utilities Commission	5	5
2. Karen Campbell Occupational Therapist (Class 2548)	Public Health	3	3
3. C. Dusty Lowery Housing Inspector (Class 6270)	Public Works	5	5
4. Andrew Lathrop, Jr. General Laborer (Class 7514)	Public Works	5	5
5. Mauricio Trigueros Principal Administrative Analyst (Class 1824)	Public Works	2	2
6. Steve Hale Employee Relations Representative (Class 1281)	SFCCD	4	4

Rec: Adopt Human Resources Director's report.

(4F) Requests for salary adjustments for employees assigned supervisory duties. (File No. 302-94-3)

Rec: Adopt Human Resources Director's report; approve salary adjustments; notify departments accordingly.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - APRIL 18, 1994

SECTION II - 2 p.m.

(5) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION II AGENDA.

As soon after 2 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section II Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section II Agenda during the Roll Call.

- (6) Appeal by Markolane M. Gayles of background rejection for Deputy Sheriff (Class 8304). (File No. 215-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Markolane M. Gayles; sustain the decision of the Sheriff.

SPECIAL ORDER OF BUSINESS TO BE HEARD AT 2:30 P.M. (ITEMS 7 & 8)

- (7) Appeal from Local 21 of the decision of the Human Resources Director to approve the use of a new class of "Health Center Manager" (Class AA57) to fill several positions in the Department of Public Health. (File No. 002-94-2)

January 3, 1994:	Over to the meeting of February 7, 1994 at the request of staff.
February 7, 1994:	Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.
March 7, 1994:	Over to the meeting of March 21, 1994 at the request of Local 21's attorney.
March 21, 1994:	Deny request for use of hearing officers; the Department of Human Resources directed to prepare proposed findings of fact and recommendations; to be recalendared within thirty (30) days (Scheduled for April 18, 1994).



(7)

(cont.) Rec: Adopt Human Resources Director's report; deny appeal of Local 21 of the decision of the Human Resources Director to approve the use of Class AA57 Health Center Manager to fill several positions in the Department of Public Health.

(8) Report of investigation requested by James Vorrises of Chief Accountant (Class 1658) position at San Francisco General Hospital Medical Center. (File No. 001-94-2)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Department of Human Resources.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

March 7, 1994: Over to the meeting of March 21, 1994 at the request of Mr. Vorrises's attorney.

March 21, 1994: Deny request for use of hearing officer; the Department of Human Resources directed to prepare proposed findings of fact and recommendations; to be recalendared within thirty (30) days (Scheduled for April 18, 1994).

Rec: Adopt Human Resources Director's report.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - APRIL 18, 1994

SECTION III - 3 P.M.

EMPLOYEE SEPARATIONS

(9) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION III AGENDA.

As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section III Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section III Agenda during the Roll Call.

APPEAL OF AUTOMATIC RESIGNATION

- (10) Dale Yoshizuka, Deputy Clerk, (Class 330), Municipal Court, Criminal Division.

April 4, 1994: Over to the meeting of April 18, 1994 at the request of the Municipal Court.

Recommendation of the Municipal Court:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Municipal Court.

TERMINATION OF TEMPORARY APPOINTMENT

- (11) Beverly Johnson, Senior Clerk, (Class 1406), Department of Parking and Traffic.

Recommendation of the Department of Parking and Traffic:

Approve the separation. Not to be employed again by the Department of Parking and Traffic.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - APRIL 18, 1994

SECTION IV - 4 P.M.

(12) COMMISSIONERS' NEW BUSINESS.

(13) HUMAN RESOURCES DIRECTOR'S REPORT.

(14) EXECUTIVE OFFICER'S REPORT.

(15) REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(16) ADJOURNMENT.

In memory of Generos Macario, Sr., father of Ellen Gunselman, a member of the Department of Human Resources staff, who died on April 3, 1994.



SF  
C65  
#4  
5/2/94



**CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION**

**AGENDA**

**MEETING**

MAY 2, 1994

ROOM 282, SECOND FLOOR, CITY HALL

**ORDER OF BUSINESS**

SECTION I	ROLL CALL, ANNOUNCEMENTS AND CONSENT AGENDA	2:00 p.m.
SECTION II	REGULAR BUSINESS	2:00 p.m.
SECTION III	EMPLOYEE SEPARATIONS	3:00 p.m.
SECTION IV	COMMISSIONERS' NEW BUSINESS, REPORTS AND REQUESTS TO SPEAK	3:00 p.m.

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

**MEMBERS OF THE COMMISSION**

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

**COMMISSION STAFF**

Albert C. Walker, Executive Officer







## NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

AGENDA FOR REGULAR MEETING - MAY 2, 1994

SECTION I - 2 p.m.

ITEM NO.

(1) ROLL CALL.

(2) MINUTES: REGULAR MEETING OF APRIL 18, 1994.

(3) ANNOUNCEMENTS.

- A. Announcement of changes to Section I Agenda.
- B. Executive Session, May 2, 1994.
- C. Other Announcements.

(4) CONSENT CALENDAR (ITEMS 4A THROUGH 4E).

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(4A) Review of requests for approval of proposed personal services contracts. (File No. 171-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
483-93/94	Airport	Gerson/Overstreet
484-93/94	Airport	Hellmuth, Obata & Kassabaum/Group 4/ Robert Wong
485-93/94	Airport	Skidmore, Owings, Merrill/Del Campo Maru/Michael Willis Associates



(4A)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
486-93/94	Airport	Ross & Baruzzini
March 7, 1994:	Contracts Number 483-93/94; 484-93/94; 485-93/94; and 486-93/94 over to the meeting of March 21, 1994 at the request of Local 21.	
March 21, 1994:	Over to the meeting of April 18, 1994 at the request of the Airports Commission.	
April 18, 1994:	Over to the meeting of May 2, 1994 at the request of the Airports Commission.	
Rec:	Over to the meeting of May 16, 1994 at the request of the Airports Commission.	

(4B) Review of requests for approval of proposed personal services  
contracts. (File No. 328-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
655-93/94	Airport	S.F. Conservation Corps.
656-93/94	Airport	LIMN Co., Inc.
657-93/94	Airport	Dandelion
658-93/94	Airport	DuDell Association, Inc.
659-93/94	Airport	Pacific State Airline Services, Inc.
660-93/94	Airport	Cerand & Co., Inc.
661-93/94	CAO	Omega World Travel
662-93/94	City Attorney	Hastings College of the Law; UOP McGeorge School of Law; University of California, Los Angeles, School of Law
663-93/94	SFCCD	To Be Determined
664-93/94	SFCCD	To Be Determined
665-93/94	SFCCD	To Be Determined



(4B)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
666-93/94	Controller	Precision Writing
667-93/94	Human Rights Commission	Hastings School of Law
668-93/94	Human Rights Commission	University of S.F.
669-93/94	Human Rights Commission	University of California
670-93/94	Mayor	S.F. Community Television Corp. (SFCTC)
671-93/94	Mayor	S.F. State University- Office of Research & Sponsored Program
672-93/94	Public Health	Health Management Systems, Inc.
673-93/94	Public Health	University of California, S.F.
674-93/94	Public Works	To Be Determined
675-93/94	Social Services	Joan Fountain and Associates
676-93/94	Superior Court	Automated Government Systems
677-93/94	Superior Court	Automated Government Systems

- Rec: 1. Contract Number 665-93/94 off calendar at the request of the San Francisco Community College District.
2. Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4C) Requests to appoint new employees at a salary step higher than normal. (File No. 169-94-9)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
4. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4
5. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4
6. Linda Asato Special Assistant VII (Class 1366)	Mayor's Office	4	4
7. Patrick Lynch Special Assistant VII (Class 1366)	Mayor's Office	5	5
8. Carolyn Clarke Special Assistant VII (Class 1366)	Mayor's Office	5	5
9. Robin Eickman Special Assistant VII (Class 1366)	Mayor's Office	4	4
10. Lynn Knox Special Assistant VII (Class 1366)	Mayor's Office	5	5
11. Penelope Tsai Special Assistant IX (Class 1368)	Mayor's Office	4	4
12. Steven Barton Special Assistant IX (Class 1368)	Mayor's Office	4	4

(4C)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
13. Lula Tubbs Special Assistant IX (Class 1368)	Mayor's Office	4	4
14. Vicki Rambo Special Assistant IX (Class 1368)	Mayor's Office	4	4
15. Erica Henry Special Assistant IX (Class 1368)	Mayor's Office	4	4
16. Brian McInerney Special Assistant IX (Class 1368)	Mayor's Office	4	4
17. Stuart Sunshine Special Assistant X (Class 1369)	Mayor's Office	4	4
18. Theresa Lee Special Assistant XII (Class 1371)	Mayor's Office	4	4
19. Elizabeth Byas Special Assistant IX (Class 1368)	Mayor's Office	2	2
20. Keith Choy Special Assistant X (Class 1369)	Mayor's Office	4	4
21. Carl Hedleston Special Assistant X (Class 1369)	Mayor's Office	4	4
22. Frank Schober Special Assistant X (Class 1369)	Mayor's Office	4	4
23. Lorraine Rominger Special Assistant X (Class 1369)	Mayor's Office	4	4
24. Derek Chu Special Assistant X (Class 1369)	Mayor's Office	4	4
25. David Heindel Special Assistant X (Class 1369)	Mayor's Office	4	4

(4C)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
26. Barrie Stewart Special Assistant X (Class 1369)	Mayor's Office	4	4
27. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
28. Jean Harris Special Assistant XII (Class 1371)	Mayor's Office	4	4
29. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4
30. Ronald Blatman Special Assistant XII (Class 1371)	Mayor's Office	4	4
31. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
32. Joseph Latorre Special Assistant XIII (Class 1372)	Mayor's Office	5	5
33. Linda Mjellem Special Assistant XV (Class 1374)	Mayor's Office	3	3
34. Anthony Lincoln Special Assistant XV (Class 1374)	Mayor's Office	3	3
35. Noah W. Griffin Special Assistant XVII (Class 1376)	Mayor's Office	2	2
36. Margaret Kisliuk Special Assistant XVII (Class 1376)	Mayor's Office	2	2
37. Teresa Serata Special Assistant XVII (Class 1376)	Mayor's Office	2	2
38. John Bitoff Special Assistant XVII (Class 1376)	Mayor's Office	2	2



(4C)  
(cont.)

March 7, 1994: Over to the meeting of March 21, 1994 at the request of the Human Resources Director.

March 21, 1994: Over to the meeting of April 4, 1994 at the request of the Human Resources Director.

April 4, 1994: Over to the meeting of April 18, 1994 at the request of the Human Resources Director.

April 18, 1994: Over to the meeting of May 2, 1994 at the request of the Mayor's Office.

Rec: Adopt Human Resources Director's report.

(4D) Requests to appoint new employees at a salary step higher than normal. (File No. 335-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Charles Oatridge Assistant District Attorney Investigator (Class 8132)	District Attorney	5	5
2. Anthony Romano Assistant District Attorney Investigator (Class 8132)	District Attorney	5	5
3. Rea Puccinelli Trial Attorney (Class 8176)	Police	5	5

Rec: Adopt Human Resources Director's report.

(4E) Salary Survey for Registered Nurse classifications (Charter Section 8.403), 1994-95. (File No. 324-94-3)

Rec: Adopt Human Resources Director's report; forward to the Board of Supervisors.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MAY 2, 1994

SECTION II - 2 p.m.

(5) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION II AGENDA.

As soon after 2 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section II Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section II Agenda during the Roll Call.

- (6) Requests to appoint new employees at a salary step higher than normal. (File No. 303-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Jessie Katz Senior Clerk Typist (Class 1426)	Public Utilities Commission	5	5
2. Steve Hale Employee Relations Representative (Class 1281)	SFCCD	4	4

- April 18, 1994:
1. The request for Jessie Katz over to the meeting of May 2, 1994 at the request of the Public Utilities Commission.
  2. The request for Steve Hale over to the meeting of May 2, 1994 by Commission action. A representative of the San Francisco Community College District requested to be present to explain the basis for the request.

Rec: Adopt Human Resources Director's report.

- (7) Appeal by Laura Helm of the Human Resources Director's decision to deny her request for assault pay. (File No. 336-94-3)

Rec: Adopt Human Resources Director's report; deny appeal of Laura Helm.

- (8) Report of investigation requested by James Vorrises of Chief Accountant (Class 1658) position at San Francisco General Hospital Medical Center. (File No. 001-94-2)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Department of Human Resources.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

March 7, 1994: Over to the meeting of March 21, 1994 at the request of Mr. Vorrises's attorney.

March 21, 1994: Deny request for use of hearing officer; the Department of Human Resources directed to prepare proposed findings of fact and recommendations; to be recalendared within thirty (30) days (Scheduled for April 18, 1994).

April 18, 1994: Over to the meeting of May 2, 1994 by Commission action.

Rec: Adopt Human Resources Director's report.

- (9) Appeal of the Human Resources Director's denial of protests regarding the rejection of application for the examination for Airport Facilities Service Manager (Class 9248). (File No. 343-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Wai Ken Yee.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MAY 2, 1994

SECTION III - 3 P.M.

EMPLOYEE SEPARATIONS

APPEAL OF AUTOMATIC RESIGNATION

- (10) Marlin Arceneaux, Porter Supervisor I, (Class 2740), Department of Public Health, Laguna Honda Hospital.

April 4, 1994: Over to the meeting of May 2, 1994 at Mr. Arceneaux's request due to illness.

Rec: Over to the meeting of May 16, 1994 at the request of the Department of Public Health.

TERMINATION OF TEMPORARY APPOINTMENT

- (11) Dean Guttierrez, Junior Management Assistant (Class 1840), Department of Public Health, Central Office.

Rec: Over to the meeting of May 16, 1994 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (12) Ranna Bieschke, Firefighter (Class H2), San Francisco Fire Department.

Rec: Over to the meeting of May 16, 1994 at Ms. Bieschke's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (13) Patricia Anne Murray, Firefighter (Class H2), San Francisco Fire Department.

Rec: Over to the meeting of May 16, 1994 at Ms. Murray's request.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MAY 2, 1994

SECTION IV - 3 P.M.

(14) COMMISSIONERS' NEW BUSINESS.

Commissioner Munson: Report on the Civil Service Commission Rules Revision Committee.

(15) HUMAN RESOURCES DIRECTOR'S REPORT.

(16) EXECUTIVE OFFICER'S REPORT.

(17) REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(18) ADJOURNMENT.





ST-  
C65  
#4  
5/16/94



**CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION**

DOCUMENTS DEPT.

MAY 12 1994

SAN FRANCISCO  
PUBLIC LIBRARY

**AGENDA**

**MEETING**

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

MAY 16, 1994

ROOM 282, SECOND FLOOR, CITY HALL

**ORDER OF BUSINESS**

SECTION I	ROLL CALL, ANNOUNCEMENTS AND CONSENT AGENDA	2:00 p.m.
SECTION II	REGULAR BUSINESS	2:00 p.m.
SECTION III	EMPLOYEE SEPARATIONS	3:00 p.m.
SECTION IV	COMMISSIONERS' NEW BUSINESS, REPORTS AND REQUESTS TO SPEAK	4:00 p.m.

MEMBERS OF THE COMMISSION

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

COMMISSION STAFF

Albert C. Walker, Executive Officer





NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MAY 16, 1994

SECTION I - 2 p.m.

ITEM NO.

(1) ROLL CALL.

(2) MINUTES: REGULAR MEETING OF MAY 2, 1994.

(3) ANNOUNCEMENTS.

A. Announcement of changes to Sections I and II Agenda.

B. Executive Session, May 16, 1994.

C. Other Announcements.

(4) CONSENT CALENDAR (ITEMS 4A THROUGH 4H).

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(4A) Review of requests for approval of proposed personal services contracts. (File No. 171-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
483-93/94	Airport	Gerson/Overstreet
484-93/94	Airport	Hellmuth, Obata & Kassabaum/Group 4/ Robert Wong
485-93/94	Airport	Skidmore, Owings, Merrill/Del Campo Maru/Michael Willis Associates

(4A)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
486-93/94	Airport	Ross & Baruzzini
March 7, 1994:	Contracts Number 483-93/94; 484-93/94; 485-93/94; and 486-93/94 over to the meeting of March 21, 1994 at the request of Local 21.	
March 21, 1994:	Over to the meeting of April 18, 1994 at the request of the Airports Commission.	
April 18, 1994:	Over to the meeting of May 2, 1994 at the request of the Airports Commission.	
May 2, 1994:	Over to the meeting of May 16, 1994 at the request of the Airports Commission.	
Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.		

(4B) Review of requests for approval of proposed personal services contracts. (File No. 347-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
678-93/94	Commission on Aging	Asian Law Caucus
679-93/94	Commission on Aging	Bayview Hunter Point Multipurpose Senior Center
680-93/94	Commission on Aging	Bernal Heights Community Foundation
681-93/94	Commission on Aging	CPMC 30th Street Center
682-93/94	Commission on Aging	CPMC Operation Conern
683-93/94	Commission on Aging	Center for Elderly Suicide Prevention
684-93/94	Commission on Aging	Catholic Charities
685-93/94	Commission on Aging	Centro Latino De San Francisco, Inc.
686-93/94	Commission on Aging	Church of the Advent
687-93/94	Commission on Aging	Episcopal Community Service-Canon Kip

(4B)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
688-93/94	Commission on Aging	Family Service Agency
689-93/94	Commission on Aging	Filipino American Council
690-93/94	Commission on Aging	Golden Gate Senior Services
691-93/94	Commission on Aging	In-Home Supportive Services Consortium (IHSS)
692-93/94	Commission on Aging	Independent Housing Services
693-93/94	Commission on Aging	John King Senior Center
694-93/94	Commission on Aging	Kimochi, Inc.
695-93/94	Commission on Aging	Korean Center, Inc.
696-93/94	Commission on Aging	Legal Assistance To The Elderly
697-93/94	Commission on Aging	Meals on Wheels
698-93/94	Commission on Aging	Y.M.C.A. of San Francisco
699-93/94	Commission on Aging	Mission Community Legal Defense, Inc.
700-93/94	Commission on Aging	Mission Neighborhood Centers, Inc.
701-93/94	Commission on Aging	Mount Zion Institute on Aging
702-93/94	Commission on Aging	North of Market Senior Services
703-93/94	Commission on Aging	Reality House West
704-93/94	Commission on Aging	Russian American Community Services
705-93/94	Commission on Aging	San Francisco Senior Center - Downtown Branch

(4B)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
706-93/94	Commission on Aging	The Salvation Army
707-93/94	Commission on Aging	Self-Help For The Elderly
708-93/94	Commission on Aging	United Jewish Community Center
709-93/94	Commission on Aging	The United Way Adult Day Health Care Network
710-93/94	Commission on Aging	Visitation Valley Community Center
711-93/94	Commission on Aging	Western Addition Senior Citizens Service Center
712-93/94	Commission on Aging	Centro Latino De San Francisco
713-93/94	Commission on Aging	Church of the Advent
714-93/94	Commission on Aging	CPMC Senior Services
715-93/94	Commission on Aging	Filipino-American Council of San Francisco
716-93/94	Commission on Aging	Kimochi, Inc.
717-93/94	Commission on Aging	Korean Center, Inc.
718-93/94	Commission on Aging	Meals on Wheels of San Francisco, Inc.
719-93/94	Commission on Aging	Russian American Community Services
720-93/94	Commission on Aging	Salvation Army
721-93/94	Commission on Aging	Self-Help For The Elderly
722-93/94	Commission on Aging	United Jewish Community Center
723-93/94	Commission on Aging	Western Addition Senior Citizens Service Center

(4B)  
(cont.)

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4C) Review of requests for approval of proposed personal services contracts. (File No. 348-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
724-93/94	Airports Commission	Shelley Dowell
725-93/94	Airports Commission	Hal Fischer
726-93/94	Airports Commission	Leigh Fisher Associates
727-93/94	Airports Commission	Fong & Chan Architects
728-93/94	Airports Commission	Teresa Grana
729-93/94	Art Commission	Ayc Ltd.
730-93/94	Art Commission	Douglas Hollis
731-93/94	Art Commission	Hilda Shum
732-93/94	CAO	To Be Determined
733-93/94	S.F. Community College District	Mazzetti & Associates, Inc., S.F.
734-93/94	Controller	ACS Commercial Services Corp.
735-93/94	Controller	Imprimatur, Inc.
736-93/94	Controller	Main Consulting
737-93/94	Controller	Melotech, Inc.
738-93/94	Controller	Pacific Coast Systems
739-93/94	Controller	Savvy, Inc.
740-93/94	Controller	S.K. White Consulting
741-93/94	Controller	Tim Meager & Associates, Inc.
742-93/94	Controller	Trident Services



(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
743-93/94	Controller	Tri-Pacific Consulting
744-93/94	Juvenile Probation	S.F. Boys' and Girls' Home (CYO)
745-93/94	Mayor	Asian Women's Resource Center
746-93/94	Mayor	Caheed, Inc.
747-93/94	Mayor	California Lawyers for the Arts
748-93/94	Mayor	Children's Council of S.F.
749-93/94	Mayor	Community Educational Services
750-93/94	Mayor	Economic Opportunity Council of S.F.
751-93/94	Mayor	Oceanside-Merced-Ingleside Community Association
752-93/94	Mayor	Real Alternatives Program, Inc.
753-93/94	Mayor	Wu Yee Children's Services
754-93/94	Mayor	CGMS Incorporated
755-93/94	Public Health	Weissburg & Aronson
756-93/94	Public Health	Chemical Awareness and Treatment Services
757-93/94	Public Health	Patt Denning, Ph.D.
758-93/94	Social Services	S.F. Paramedic Association
759-93/94	Social Services	To Be Determined

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4D) Requests to appoint new employees at a salary step higher than normal. (File No. 169-94-9)

**PART I: EFFECTIVE JULY 1, 1993 THROUGH MAY 6, 1994.**

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
4. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4
5. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4
6. Linda Asato Special Assistant VII (Class 1366)	Mayor's Office	4	4
7. Patrick Lynch Special Assistant VII (Class 1366)	Mayor's Office	5	5
8. Carolyn Clarke Special Assistant VII (Class 1366)	Mayor's Office	5	5
9. Robin Eickman Special Assistant VII (Class 1366)	Mayor's Office	4	4
10. Lynn Knox Special Assistant VII (Class 1366)	Mayor's Office	5	5
11. Penelope Tsai Special Assistant IX (Class 1368)	Mayor's Office	4	4
12. Steven Barton Special Assistant IX (Class 1368)	Mayor's Office	4	4

(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
13. Lula Tubbs Special Assistant IX (Class 1368)	Mayor's Office	4	4
14. Vicki Rambo Special Assistant IX (Class 1368)	Mayor's Office	4	4
15. Erica Henry Special Assistant IX (Class 1368)	Mayor's Office	4	4
16. Brian McInerney Special Assistant IX (Class 1368)	Mayor's Office	4	4
17. Stuart Sunshine Special Assistant X (Class 1369)	Mayor's Office	4	4
18. Theresa Lee Special Assistant X (Class 1369)	Mayor's Office	4	4
19. Elizabeth Byas Special Assistant X (Class 1369)	Mayor's Office	4	4
20. Keith Choy Special Assistant X (Class 1369)	Mayor's Office	4	4
21. Carl Hedleston Special Assistant X (Class 1369)	Mayor's Office	4	4
22. Frank Schober Special Assistant X (Class 1369)	Mayor's Office	4	4
23. Lorraine Rominger Special Assistant X (Class 1369)	Mayor's Office	4	4
24. Derek Chu Special Assistant X (Class 1369)	Mayor's Office	4	4

(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
25. David Heindel Special Assistant X (Class 1369)	Mayor's Office	4	4
26. Barrie Stewart Special Assistant X (Class 1369)	Mayor's Office	4	4
27. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
28. Jean Harris Special Assistant XII (Class 1371)	Mayor's Office	4	4
29. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4
30. Ronald Blatman Special Assistant XII (Class 1371)	Mayor's Office	4	4
31. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
32. Joseph Latorre Special Assistant XIII (Class 1372)	Mayor's Office	5	5
33. Linda Mjellem Special Assistant XV (Class 1374)	Mayor's Office	3	3
34. Anthony Lincoln Special Assistant XV (Class 1374)	Mayor's Office	3	3
35. Noah W. Griffin Special Assistant XVII (Class 1376)	Mayor's Office	2	2
36. Margaret Kisliuk Special Assistant XVII (Class 1376)	Mayor's Office	2	2

(4D)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
37. Teresa Serata Special Assistant XVII (Class 1376)	Mayor's Office	2	2
38. Anne Kronenberg Special Assistant XVII (Class 1376)	Mayor's Office	2	2
39. John Bitoff Special Assistant XVII (Class 1376)	Mayor's Office	2	2

**PART II: EFFECTIVE MAY 7, 1994.**

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Kurt Barrie Special Assistant III (Class 1362)	Mayor's Office	4	4
2. Margaret Larue Special Assistant III (Class 1362)	Mayor's Office	4	4
3. Barry McCrory Special Assistant III (Class 1362)	Mayor's Office	4	4
4. John Hudson Special Assistant VI (Class 1365)	Mayor's Office	4	4
5. Alice Talcott Special Assistant VI (Class 1365)	Mayor's Office	4	4
6. Linda Asato Special Assistant VI (Class 1365)	Mayor's Office	5	5
7. Patrick Lynch Special Assistant VIII (Class 1367)	Mayor's Office	3	3
8. Carolyn Clarke Special Assistant VIII (Class 1367)	Mayor's Office	3	3



(4D)

(cont.)

**PART II: EFFECTIVE MAY 7, 1994.** (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
9. Robin Eickman Special Assistant VII (Class 1366)	Mayor's Office	4	4
10. Lynn Knox Special Assistant VIII (Class 1367)	Mayor's Office	3	3
11. Penelope Tsai Special Assistant VIII (Class 1367)	Mayor's Office	5	5
12. Steven Barton Special Assistant VIII (Class 1367)	Mayor's Office	5	5
13. Lula Tubbs Special Assistant VIII (Class 1367)	Mayor's Office	5	5
14. Vicki Rambo Special Assistant VIII (Class 1367)	Mayor's Office	5	5
15. Erica Henry Special Assistant VIII (Class 1367)	Mayor's Office	5	5
16. Brian McInerney Special Assistant VIII (Class 1367)	Mayor's Office	5	5
17. Stuart Sunshine Special Assistant IX (Class 1368)	Mayor's Office	5	5
18. Theresa Lee Special Assistant X (Class 1369)	Mayor's Office	4	4
19. Elizabeth Byas Special Assistant IX (Class 1368)	Mayor's Office	2	2
20. Keith Choy Special Assistant IX (Class 1368)	Mayor's Office	5	5

(4D)

(cont.) **PART II: EFFECTIVE MAY 7, 1994.** (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
21. Carl Hedleston Special Assistant IX (Class 1368)	Mayor's Office	5	5
22. Frank Schober Special Assistant IX (Class 1368)	Mayor's Office	5	5
23. Lorraine Rominger Special Assistant IX (Class 1368)	Mayor's Office	5	5
24. Derek Chu Special Assistant IX (Class 1368)	Mayor's Office	5	5
25. David Heindel Special Assistant IX (Class 1368)	Mayor's Office	5	5
26. Barrie Stewart Special Assistant IX (Class 1368)	Mayor's Office	5	5
27. Gail Goldman Special Assistant XII (Class 1371)	Mayor's Office	4	4
28. Barbara Kolesar Special Assistant XII (Class 1371)	Mayor's Office	4	4
29. James Fang Special Assistant XII (Class 1371)	Mayor's Office	4	4
30. Joseph Latorre Special Assistant XIV (Class 1373)	Mayor's Office	3	3
31. Linda Mjellem Special Assistant XV (Class 1374)	Mayor's Office	3	3
32. Anthony Lincoln Special Assistant XV (Class 1374)	Mayor's Office	3	3

(4D)  
(cont.)

**PART II: EFFECTIVE MAY 7, 1994.** (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
33. Noah W. Griffin Special Assistant XVI (Class 1375)	Mayor's Office	3	3
34. Margaret Kisliuk Special Assistant XVI (Class 1375)	Mayor's Office	3	3
35. Teresa Serata Special Assistant XVI (Class 1375)	Mayor's Office	3	3
36. Anne Kronenberg Special Assistant XVI (Class 1375)	Mayor's Office	3	3
37. John Bitoff Special Assistant XVI (Class 1375)	Mayor's Office	3	3

March 7, 1994: Over to the meeting of March 21, 1994 at the request of the Human Resources Director.

March 21, 1994: Over to the meeting of April 4, 1994 at the request of the Human Resources Director.

April 4, 1994: Over to the meeting of April 18, 1994 at the request of the Human Resources Director.

April 18, 1994: Over to the meeting of May 2, 1994 at the request of the Mayor's Office.

May 2, 1994: Over to the meeting of May 16, 1994 at the request of the Human Resources Director.

Rec: Adopt Human Resources Director's report.

(4E) Requests to appoint new employees at a salary step higher than normal. (File No. 370-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Jackson Wong Deputy Director (Class 9274)	Airport	5	5
2. Karen Hong Special Assistant VI (Class 1365)	CAO	5	5
3. Catherine Payer Senior Attorney (Class 8178)	City Attorney	2	2
4. Lisa Wong Attorney (Class 8174)	City Attorney	5	5
5. Robert Faine District Attorney Investigator (Class 8146)	District Attorney	5	5

Rec: Adopt Human Resources Director's report.

(4F) Proposed amendments to Civil Service Commission Rule 21 - Rules Related To The Employer-Employee Relations Ordinance to implement Proposition L. (File No. 262-94-5)

April 4, 1994: Post for adoption.

Rec: Adopt.

(4G) Correction of clerical errors and omissions to Rule 11 - Certification of Eligibles. (File No. 381-94-5)

Rec: Adopt staff report; direct that the clerical errors and omissions to Civil Service Commission Rule 11 - Certification of Eligibles in the January 4, 1994 edition be corrected and the amended pages issued.

(4H) Classification and salary study of one new position in the Ethics Commission (Proposition K; November 1993 Ballot - Charter Section 3.699-16). (File No. 380-94-1)

Rec: Direct the Department of Human Resources to conduct the classification and salary study required under Charter Section 3.699-16 - Transfer of Position (Proposition K; November 1993 Ballot) and report the results of that study to the Mayor and the Board of Supervisors.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MAY 16, 1994

SECTION II - 2 p.m.

R E G U L A R C A L E N D A R

(5) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION II AGENDA.

As soon after 2 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section II Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section II Agenda during the Roll Call.

- (6) Appeal by Laura Helm of the Human Resources Director's decision to deny her request for assault pay. (File No. 336-94-3)

May 2, 1994: Over to the meeting of May 16, 1994 at the request of the City Attorney's Office.

Rec: Adopt Human Resources Director's report; deny appeal of Laura Helm.

- (7) Report of investigation requested by James Vorrises of Chief Accountant (Class 1658) position at San Francisco General Hospital Medical Center. (File No. 001-94-2)

December 6, 1993: Over to the meeting of January 3, 1994 at the request of staff.

January 3, 1994: Over to the meeting of February 7, 1994 at the request of the Department of Human Resources.

February 7, 1994: Over to the meeting of March 7, 1994 at the request of the City Attorney's Office.

March 7, 1994: Over to the meeting of March 21, 1994 at the request of Mr. Vorrises's attorney.

(7)

(cont.) March 21, 1994: Deny request for use of hearing officer; the Department of Human Resources directed to prepare proposed findings of fact and recommendations; to be recalendared within thirty (30) days (Scheduled for April 18, 1994).

April 18, 1994: Over to the meeting of May 2, 1994 by Commission action.

May 2, 1994: Over to the meeting of May 16, 1994 by Commission action.

Rec: Adopt Human Resources Director's report.

(8) Plan of the Department of Human Resources to monitor expanded certifications. (File No. 355-94-1)

Rec: Approve Human Resources Director's report; Department of Human Resources to implement expanded certifications and submit its first monitoring report to Civil Service Commission in September 1994.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MAY 16, 1994

SECTION III - 3 P.M.

EMPLOYEE SEPARATIONS

(9) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION III AGENDA.

As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section III Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section III Agenda during the Roll Call.

APPEAL OF AUTOMATIC RESIGNATION

- (10) Marlin Arceneaux, Porter Supervisor I, (Class 2740), Department of Public Health, Laguna Honda Hospital.

April 4, 1994: Over to the meeting of May 2, 1994 at Mr. Arceneaux's request due to illness.

May 2, 1994: Over to the meeting of May 16, 1994 at the request of the Department of Public Health.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (11) Pilarsita Castro, Custodian (Class 2708), Public Utilities Commission, San Francisco Municipal Railway.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

- (12) Michael Fuller, Counselor, Log Cabin Ranch (Class 8321), Juvenile Probation Department, Log Cabin Ranch.

Recommendation of the Juvenile Probation Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (13) Patricia Anne Murray, Firefighter (Class H2), San Francisco Fire Department.

May 2, 1994: Over to the meeting of May 16, 1994 at Ms. Murray's request.

Recommendation of the San Francisco Fire Department:

Dismiss from the City and County Service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (14) Ranna Bieschke, Firefighter (Class H2), San Francisco Fire Department.

May 2, 1994: Over to the meeting of May 16, 1994 at Ms. Bieschke's request.

Recommendation of the San Francisco Fire Department:

Dismiss from the City and County Service.

RESIGNATION - SERVICES UNSATISFACTORY

- (15) David W. Collins, Senior Estate Investigator (Class 4231), Public Administrator/Public Guardian.

February 7, 1994: Over to the meeting of May 16, 1994 at the request of Mr. Collins' attorney.

(15)  
(cont.)

Recommendation of the Public Administrator/Guardian:

Accept the resignation as certified. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

(16) Robert Culloty, Stationary Engineer (Class 7334), Department of Public Health (Laguna Honda Hospital).

February 7, 1994: Off calendar at Mr. Culloty's request.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service and verification of satisfactory completion of a substance abuse program. Not to be employed again by the Department of Public Health.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - MAY 16, 1994

SECTION IV - 3 P.M.

(17) COMMISSIONERS' NEW BUSINESS.

Commissioner Munson: Report on the Civil Service Commission Rules Revision Committee.

(18) HUMAN RESOURCES DIRECTOR'S REPORT.

Status Report on the Layoff Processing Team (LOPT).

(19) EXECUTIVE OFFICER'S REPORT.

(20) REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(21) ADJOURNMENT.



265  
#4  
6/6/94



**CITY AND COUNTY OF SAN FRANCISCO  
CIVIL SERVICE COMMISSION**

**AGENDA  
MEETING**

DOCUMENTS DEPT.

JUN 4 1994

SAN FRANCISCO  
PUBLIC LIBRARY

JUNE 6, 1994

ROOM 282, SECOND FLOOR, CITY HALL

**ORDER OF BUSINESS**

SECTION I	ROLL CALL, ANNOUNCEMENTS AND CONSENT AGENDA	2:00 p.m.
SECTION II	REGULAR BUSINESS	2:00 p.m.
SECTION III	EMPLOYEE SEPARATIONS	3:00 p.m.
SECTION IV	COMMISSIONERS' NEW BUSINESS, REPORTS AND REQUESTS TO SPEAK	4:00 p.m.

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

**MEMBERS OF THE COMMISSION**

Emi R. Uyehara, President  
Juan Rios, Vice President  
Karen Clopton, Commissioner  
George Kosturos, Commissioner  
A. Lee Munson, Commissioner

**COMMISSION STAFF**

Albert C. Walker, Executive Officer





NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JUNE 6, 1994

SECTION I - 2 p.m.

ITEM NO.

(1) ROLL CALL.

(2) MINUTES: REGULAR MEETING OF MAY 16, 1994.

(3) ANNOUNCEMENTS.

A. Announcement of changes to Sections I and II Agenda.

B. Executive Session, June 6, 1994.

C. Other Announcements.

(4) ELECTION OF OFFICERS.

(5) CONSENT CALENDAR (ITEMS 5A THROUGH 5I).

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(5A) Review of requests for approval of proposed personal services contracts. (File No. 348-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
734-93/94	Controller	ACS Commercial Services Corp.
735-93/94	Controller	Imprimatur, Inc.

(5A)

(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
736-93/94	Controller	Main Consulting
737-93/94	Controller	Melotech, Inc.
738-93/94	Controller	Pacific Coast Systems
739-93/94	Controller	Savvy, Inc.
740-93/94	Controller	S.K. White Consulting
741-93/94	Controller	Tim Meager & Associates, Inc.
742-93/94	Controller	Trident Services
743-93/94	Controller	Tri-Pacific Consulting

May 16, 1994: Contracts Number 734-93/94; 735-93/94;  
736-93/94; 737-93/94; 738-93/94; 739-93/94;  
740-93/94; 741-93/94; 742-93/94; and  
743-93/94 over to the meeting of June 6,  
1994 at the request of the Controller.

Rec: Adopt Human Resources Director's report; notify the offices of  
the Controller and the Purchaser.

(5B)

Review of requests for approval of proposed personal services  
contracts. (File No. 348-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
755-93/94	Public Health	Weissburg & Aronson

Rec: Adopt Human Resources Director's report; notify the offices of  
the Controller and the Purchaser.

(5C)

Review of requests for approval of proposed personal services  
contracts. (File No. 422-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
760-93/94	Airport	Gaspar-Jaguar Services
761-93/94	Airport	Howry Design Associates

(5C) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	762-93/94	Airport	Towill, Inc.
	763-93/94	Airport	To Be Determined
	764-93/94	Airport	Traffic Data Service
	765-93/94	Art Commission	Maureen O'Rourke Public Relations
	766-93/94	Animal Care & Control	HLP-Chameleon/CMS
	767-93/94	Animal Care & Control	Mission Pet Hospital
	768-93/94	Animal Care & Control	California Center for Wildlife
	769-93/94	Animal Care & Control	Pets Unlimited
	770-93/94	Chief Administrative Officer	Public Safety Consultants, Inc.
	771-93/94	Chief Administrative Officer	Stephanie M. Carlisle
	772-93/94	City Attorney	Santa Clara University; University California, Davis; University of Vermont; University of Oregon
	773-93/94	Controller	K.P.M.G. Peat Marwick
	774-93/94	Controller	Owens Information Systems, Inc.
	775-93/94	Controller	Pilot Executive Software
	776-93/94	Controller	Professional Solutions, Inc.
	777-93/94	Controller	S.K. White Consulting
	778-93/94	Controller	To Be Determined
	779-93/94	Human Rights Commission	James L. Martin dba Mutual Interest Group
	780-93/94	Mayor	Arriba Juntos



(5C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
781-93/94	Mayor	Audrey L. Smith Developmental Center, Inc.
782-93/94	Mayor	Bernal Heights Neighborhood Center
783-93/94	Mayor	Caheed, Inc.
784-93/94	Mayor	Chinatown Youth Center
785-93/94	Mayor	Community United Against Violence
786-93/94	Mayor	Japanese Community Youth Council
787-93/94	Mayor	Japanese Community Youth Council
788-93/94	Mayor	Jewish Vocational and Career Counseling Service
789-93/94	Mayor	Ocean-Ingelside-Merced Pilgrim Community Center
790-93/94	Mayor	Private Industry Council
791-93/94	Mayor	Real Alternatives Program, Inc.
792-93/94	Mayor	San Francisco Unified School District--CHDP Nurse
793-93/94	Mayor	San Francisco Unified School District-- Child Development Program
794-93/94	Mayor	San Francisco Unified School District-- School Health Programs
795-93/94	Mayor	Wajumbe Cultural Institution, Inc.



(5C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
796-93/94	Mayor	Bernal Gang Prevention/Youth Outreach Program
797-93/94	Mayor	Chinatown Youth Services
798-93/94	Mayor	Real Alternatives Program
799-93/94	Mayor	San Francisco Youth Courts, Inc.
800-93/94	Police	Real Alternatives Program (La Casa de los Jovenes)
801-93/94	Port	Grand World Shipping Agencies, Inc.
802-93/94	Port	Journal of Commerce
803-93/94	Port	Masahiko Iwashita (Tokyo)
804-93/94	Port	Smith, Dawson & Andrews
805-93/94	Port	Trade Reps Ltd. (Chicago)
806-93/94	Port	To Be Determined
807-93/94	Public Utilities Commission	Call Company, Ltd.
808-93/94	Public Works	Energy Management Services
809-93/94	Public Works	To Be Determined
810-93/94	Public Works	To Be Determined
811-93/94	Purchasing	Mardave Compu, Inc.
812-93/94	Social Services	Catholic Charities
813-93/94	Social Services	Central City Hospitality House

(5C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
814-93/94	Social Services	Community Housing Partnership
815-93/94	Social Services	Conard House, Inc.
816-93/94	Social Services	Economic Opportunity Council
817-93/94	Social Services	Episcopal Community Services
818-93/94	Social Services	Family Service Agency of San Francisco
819-93/94	Social Services	Family Support Services of the Bay Area
820-93/94	Social Services	Hamilton Family Center
821-93/94	Social Services	Mission Childcare Consortium
822-93/94	Mayor	Operation Contact
823-93/94	Social Services	St. Vincent de Paul Society of San Francisco
824-93/94	Social Services	San Francisco Child Abuse Council
825-93/94	Social Services	San Francisco Unified School District (District)
826-93/94	Social Services	Tenderloin Housing Clinic, Inc.
827-93/94	Social Services	Travelers Aid San Francisco

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(5D) Review of requests for approval of proposed personal services contracts. (File No. 423-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
828-93/94	Public Health	Arriba Juntos/ Instituto for the Arts of Living
829-93/94	Public Health	Baker Places, Inc.
830-93/94	Public Health	Bayview Hunter's Point Foundation
831-93/94	Public Health	California Pacific Medical Center
832-93/94	Public Health	Catholic Charities of S.F.
833-93/94	Public Health	Conard House, Inc.
834-93/94	Public Health	Continuum: HIV Day Services
835-93/94	Public Health	Crestwood Hospitals, Inc.
836-93/94	Public Health	Edgewood Children's Center
837-93/94	Public Health	Episcopal Community Services
838-93/94	Public Health	Family Service Agency of S.F.
839-93/94	Public Health	Instituto Familiar de la Raza
840-93/94	Public Health	MSC Psychiatric Services Corp.
841-93/94	Public Health	MV Transportation
842-93/94	Public Health	Mental Health Management I, Inc.
843-93/94	Public Health	Oakes Children's Center, Inc.
844-93/94	Public Health	Patients Rights Advocacy Services, Inc.

(5D)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
845-93/94	Public Health	Progress Foundation
846-93/94	Public Health	Ramsell Corporation
847-93/94	Public Health	Recreation Center for the Handicapped, Inc.
848-93/94	Public Health	Regents of the University of California - Center on Deafness
849-93/94	Public Health	Regents of the University of California - Langley Porter Hospital
850-93/94	Public Health	Regents of the University of California - Department of Psychiatry
851-93/94	Public Health	Richmond Area Multi-Services, Inc.
852-93/94	Public Health	St. Francis Memorial Hospital
853-93/94	Public Health	St. Mary's Hospital and Medical Center
854-93/94	Public Health	St. Mary Pharmacy Management Services
855-93/94	Public Health	San Francisco Drug Abuse Advisory Board, Inc.
856-93/94	Public Health	San Francisco Mental Health Education Funds, Inc.
857-93/94	Public Health	San Francisco Suicide Prevention, Inc.
858-93/94	Public Health	County of San Mateo, Division of Mental Health Services

(5D)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
859-93/94	Public Health	Swords to Plowshares
860-93/94	Public Health	Volunteer Center of San Francisco
861-93/94	Public Health	Westside Community Mental Health Center, Inc.
862-93/94	Public Health	Asian American Recovery Services, Inc.
863-93/94	Public Health	Bay Area Addiction, Research and Treatment, Inc.
864-93/94	Public Health	Center for Human Development, Inc.
865-93/94	Public Health	Center for Juvenile and Criminal Justice, Inc.
866-93/94	Public Health	Chemical Awareness and Treatment Services, Inc.
867-93/94	Public Health	18th Street Services, Inc.
868-93/94	Public Health	Eclectic Communications, Inc.
869-93/94	Public Health	Friendship House Association of American Indians, Inc.
870-93/94	Public Health	Haight Ashbury Free Clinics, Inc.
871-93/94	Public Health	Henry Ohlhoff House, Inc.
872-93/94	Public Health	Horizons Unlimited of San Francisco
873-93/94	Public Health	IRIS Center: Women's Counseling and Recovery Services



(5D)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
874-93/94	Public Health	Mission Council on Alcohol Abuse for the Spanish Speaking, Inc.
875-93/94	Public Health	Morrisania West, Inc.
876-93/94	Public Health	National Council on Alcoholism & Other Drug Addictions-Bay Area, Inc.
877-93/94	Public Health	North of Market Senior Services
878-93/94	Public Health	Potrero Hill Neighborhood House, Inc.
879-93/94	Public Health	St. Vincent de Paul Society of San Francisco
880-93/94	Public Health	The Salvation Army, A California Corporation
881-93/94	Public Health	San Francisco Pretrial Diversion Project, Inc.
882-93/94	Public Health	University of California/AIDS Health Project
883-93/94	Public Health	Walden House, Inc.
884-93/94	Public Health	Women's Alcoholism Center, Inc.
885-93/94	Public Health	Baker Places
886-93/94	Public Health	California Pacific Medical Center/Visiting Nurses and Hospice of S.F.
887-93/94	Public Health	Catholic Charities of S.F.
888-93/94	Public Health	Central City Hospitality House

(5D)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
889-93/94	Public Health	Community United Against Violence
890-93/94	Public Health	Regents of the University of California/AIDS Health Project
891-93/94	Public Health	San Francisco AIDS Foundation
892-93/94	Public Health	San Francisco AIDS Foundation
893-93/94	Public Health	San Francisco AIDS Foundation/HIV Prevention Project
894-93/94	Public Health	Shanti Project
895-93/94	Public Health	Stop AIDS Project
896-93/94	Public Health	Bay View Hunter's Point Foundation
897-93/94	Public Health	Bayview Hunter's Point Foundation - Mental Health Service
898-93/94	Public Health	Maureen O'Rorke Public Relations and Advertising
899-93/94	Public Health	Mission Neighborhood Health Center
900-93/94	Public Health	Polaris Research and Development
901-93/94	Public Health	Polaris Research and Development
902-93/94	Public Health	San Francisco Hearing and Speech Center
903-93/94	Public Health	Capital Inventory, Inc.

(5D)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
904-93/94	Public Health	Family Service Agency (Foster Grandparents Program)
905-93/94	Public Health	Transcription Stat, Inc.
906-93/94	Public Health	Baker Places, Inc.
907-93/94	Public Health	Legal Services for Children
908-93/94	Public Health	Lutheran Social Services
909-93/94	Public Health	National Task Force on AIDS Prevention
910-93/94	Public Health	Regents of the University of California - Pediatric AIDS Program & Women's Specialty Clinic
911-93/94	Public Health	San Francisco AIDS Foundation

Rec: Adopt Human Resources Director's report; notify the offices of  
the Controller and the Purchaser.

(5E) Requests to appoint new employees at a salary step higher than  
normal. (File No. 370-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Robert Faine District Attorney Investigator (Class 8146)	District Attorney	5	5

May 16, 1994: Request for Robert Faine over to the meeting of  
June 6, 1994 by Commission action; representative  
of the District Attorney's Office-requested to be  
in attendance.

(5E)

(cont.) Rec: Adopt Human Resources Director's report.

(5F) Requests to appoint new employees at a salary step higher than normal. (File No. 426-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Barbara Aygun Secretary II (Class 1446)	Airport	5	5
2. Patricia Carazo Animal Health Technician (Class 3375)	Animal Care and Control	4	4
3. Tania Bauer Secretary to the Commission on Aging (Class 1546)	Commission on Aging	4	4
4. Mark Epstein Trial Attorney (Class 8176)	District Attorney	5	5
5. Ace Tago Manager of Finance Administration (Class 8336)	Juvenile Hall	4	4
6. Beverly Tom Clerk Typist (Class 1424)	Public Health	5	5
7. Enrique Palacios Staff Assistant XVII (Class 1376)	SFUSD	3	3
8. Debbie Alvarez-Rodriguez Staff Assistant XVII (Class 1376)	SFUSD	3	3

Rec: Adopt Human Resources Director's report.

(5G) Requests for salary adjustments for employees assigned supervisory duties. (File No. 427-94-3)

Rec: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

- (5H) Proposed amendment to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify that meetings of the Trust Fund Board are covered by State and local public meeting laws. (File No. 441-94-5)

Rec: Post for adoption at the meeting of June 20, 1994.

- (5I) From the Civil Service Commission Rules Revision Committee:

Proposed Addition to the Civil Service Commission Rules adding proposed new Rule 32A - Layoff of Provisional Employees, to restore the use of seniority for the layoff of provisional employees. (File No. 442-94-5)

Rec: 1. Post for adoption at the meeting of June 20, 1994.

2. Circulate for meet and confer.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JUNE 6, 1994

SECTION II - 2 p.m.

(6) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION II AGENDA.

As soon after 2 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section II Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section II Agenda during the Roll Call.

- (7) Appeal of the Human Resources Director's denial of the appeal by Local 21 of the provision of the examination announcement for Training Coordinator (Class 1237) providing for use of the Rule of the List to certify eligibles. (File No. 341-94-4)

Rec: Over to the meeting of June 20, 1994 at the request of Local 21.

- (8) Appeal by Eric Fenton of background rejection for Airport Police Service Aide (Class 9209). (File No. 430-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Eric Fenton, sustain the decision of the Chief of Airport Police.

- (9) Appeal of the Human Resources Director's denial of a challenge to the ethnicity identification of Kevin J. Gonzalves, an eligible on the tentative eligible list for Battalion Chief (Class H40). (File No. 431-94-5)

Rec: Adopt Human Resources Director's report; deny appeals of Captain James Barden; Captain Franklin Dunn; Captain Michael Morris; Captain Robert Serrano and Captain Don Walsh.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JUNE 6, 1994

SECTION III - 3 p.m.

EMPLOYEE SEPARATIONS

(10) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION III AGENDA.

As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section III Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section III Agenda during the Roll Call.

APPEAL OF PROMOTIVE PROBATIONARY APPOINTMENT

- (11) Sylvia Alvarez-Lynch, Executive Secretary II (Class 1452), San Francisco War Memorial and Performing Arts Center, General Administration.

Recommendation of the S.F. War Memorial and Performing Arts Center:

Approve. Return name to eligible list from which appointed to this position (Executive Secretary II (Class 1452)). Not to be employed again by the San Francisco War Memorial and Performing Arts Center.

APPEAL OF AUTOMATIC RESIGNATION

- (12) Michael Fuller, Counselor, Log Cabin Ranch (Class 8321), Juvenile Probation Department, Log Cabin Ranch.

May 16, 1994: Over to the meeting of June 6, 1994 at Mr. Fuller's request.

Recommendation of the Juvenile Probation Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

- (13) Eugene Foley, Car and Auto Painter (Class 7309), Public Utilities Commission, San Francisco Municipal Railway.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (14) Gerald M. Sellers, Transcriber Typist (Class 1430), Department of Public Health, San Francisco General Hospital Medical Center.

Rec: Over to the meeting of June 20, 1994 at the request of Local 790.

TERMINATION OF TEMPORARY APPOINTMENT

- (15) Dean Guttierrez, Junior Management Assistant (Class 1840), Department of Public Health, Central Office.

May 2, 1994: Over to the meeting of June 6, 1994 at the request of Local 790.

Rec: Over to the meeting of June 20, 1994 at the request of Local 790.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JUNE 6, 1994

SECTION IV - 4 p.m.

(16) COMMISSIONERS' NEW BUSINESS.

- Commissioner Munson:
1. Report on the Civil Service Commission Rules Revision Committee's Public Hearing on May 24, 1994.
  2. From the Civil Service Commission Rules Revision Committee:  
  
Proposed Civil Service Commission Policy to expedite the processing of personal services contracts.

(17) HUMAN RESOURCES DIRECTOR'S REPORT.

Progress Report on the examination for Supervising Fiscal Officer (Class 1675).

May 16, 1994:                      The Department of Human Resources directed to conduct the examination and to promulgate the eligible list for Class 1675 Supervising Fiscal Officer within the next 60 days. Examination to be conducted by the Department of Human Resources staff. Progress Report to be presented at the meeting of June 6, 1994 (Vote of 5 to 0).

(18) EXECUTIVE OFFICER'S REPORT.

For Action

1. Proposal for the development of a program for phaseout of longterm provisional employment.

Rec: Adopt Executive Officer's report.

2. Proposed amendments to the Charter of the City and County of San Francisco:

(18) EXECUTIVE OFFICER'S REPORT. (cont.)  
(cont.)

File No. 239-94-1 [Ballot Measure] Charter amendment  
(First Draft) adding Sections 3.530-4  
to establish the office of Senior  
Escort services within the police  
department and to maintain a staffing  
level of at least forty-two crime  
prevention workers in the office.  
(Supervisors Kennedy, Alioto, Hallinan)

File No. 249-94-1 [Ballot Measure] Charter amendment  
(First Draft-Skeletal) amending  
Section 8.406 relating to the ability  
of the Board of Supervisors to suspend  
scheduled salary increases of city  
employees and officials during a  
fiscal emergency in which general fund  
revenues decrease by two percent.  
(Supervisor Migden)

Open for action.

(19) REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(20) ADJOURNMENT.







JUN 16 1994

SAN FRANCISCO  
PUBLIC LIBRARY

# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## MEETING AGENDA

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

EMI UYEHARA  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

REGULAR MEETING

OF

JUNE 20, 1994

ROOM 282, SECOND FLOOR, CITY HALL

### ORDER OF BUSINESS

SECTION I	ROLL CALL, MINUTES AND ANNOUNCEMENTS	2:00 p.m.
SECTION II	CONSENT AGENDA	2:00 p.m.
SECTION III	REGULAR BUSINESS	2:00 p.m.
SECTION IV	EMPLOYEE SEPARATIONS	3:00 p.m.
SECTION V	COMMISSIONERS' NEW BUSINESS, REPORTS AND REQUESTS TO SPEAK	4:00 p.m.

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41



## NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JUNE 20, 1994

SECTION I - 2 p.m.

ITEM NO.

- (1) CALL TO ORDER AND COMMISSION ROLL CALL.
  
- (2) MINUTES.
  - A. Regular Meeting of June 6, 1994.
  - B. Joint Meeting of Health Commission and Civil Service Commission, May 31, 1994.
  
- (3) ANNOUNCEMENTS.
  - A. Announcement of changes to Sections I and II Agendas.
  - B. Executive Session, June 20, 1994.
  - C. Other Announcements.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JUNE 20, 1994

SECTION II - 2 p.m.

(4) CONSENT CALENDAR (ITEMS 4A THROUGH 4F).

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

- (4A) Review of requests for approval of proposed personal services contracts. (File No. 422-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
809-93/94	Public Works	To Be Determined
810-93/94	Public Works	To Be Determined
June 6, 1994:	Contracts Numbers 809-93/94 and 810-93/94 over to the meeting of June 20, 1994.	

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

- (4B) Review of requests for approval of proposed personal services contracts. (File No. 423-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
840-93/94	Public Health	MSC Psychiatric Services Corp.
852-93/94	Public Health	St. Francis Memorial Hospital
853-93/94	Public Health	St. Mary's Hospital and Medical Center
June 6, 1994:	Contracts Numbers 840-93/94; 852-93/94; and 853-93/94 over to the meeting of June 20, 1994 at the request of Local 250.	

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4C) Review of requests for approval of proposed personal services contracts. (File No. 466-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
912-93/94	Airports Commission	Joseph Chow & Associates, Inc.
913-93/94	Airports Commission	Lieb & Associates
914-93/94	Art Commission	San Francisco Symphony
915-93/94	City Attorney	St. Peter's Housing Committee
916-93/94	Controller	Data Processing & Accounting Services (DPAS)
917-93/94	District Attorney	Golden Gate University
918-93/94	District Attorney	Hastings College of Law
919-93/94	District Attorney	New College of California
920-93/94	District Attorney	San Francisco State University
921-93/94	District Attorney	University of California at Berkeley
922-93/94	District Attorney	University of San Francisco
923-93/94	Fire	Health Check, Davies Medical Center
924-93/94	CAO	San Francisco League of Urban Gardeners
925-93/94	Port	Environmental Science Associates
926-93/94	Port	To Be Determined
927-93/94	Port	T.Y. Lin International
928-93/94	Public Health	Baker Places, Inc.
929-93/94	Public Health	Black Coalition on AIDS

(4C)

(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
930-93/94	Public Health	Catholic Charities of San Francisco
931-93/94	Public Health	18th Street Services
932-93/94	Public Health	Iris Center
933-93/94	Public Health	Mission Neighborhood Health Center
934-93/94	Public Health	Regents of the University of California/AIDS Health Project
935-93/94	Public Health	San Francisco Women's Centers, Inc./LYRIC
936-93/94	Public Health	Dr. Terry Fotre
937-93/94	Public Health	COMPUMED
938-93/94	Public Health	Carolyn Harvey, D.P.M.
939-93/94	Public Health	Western Dental Services
940-93/94	Public Utilities Commission	Booze-Allen and Hamilton
941-93/94	Public Utilities Commission	CH2M Hill
942-93/94	Public Utilities Commission	PGH Wong Engineering, Inc.
943-93/94	Public Utilities Commission	Unlimited Access/ Systems Support Technician
944-93/94	Public Works	SCA Environmental, Inc.
945-93/94	Public Works	Harding Lawson Associates
946-93/94	Public Works	Clayton Environmental Consultants
947-93/94	Public Works	Industrial Health, Inc.

(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
948-93/94	Public Works	ACC Environmental Consultants
949-93/94	Public Works	RGA Environmental, Inc.
950-93/94	Recreation and Parks	Bridges From School To Work
951-93/94	Recreation and Parks	Make-A-Circus
952-93/94	Rent Arbitration	Eaton & Associates
953-93/94	Retirement	Alexander & Alexander
954-93/94	Retirement	T.P.F. & C., Consulting Actuaries
955-93/94	Retirement	Noetics Group
956-93/94	Retirement	Reviewco
957-93/94	Retirement	Axe-Houghton Associates
958-93/94	Retirement	Barra & Associates
959-93/94	Retirement	Brinson Partners, Inc.
960-93/94	Retirement	Callan & Associates
961-93/94	Retirement	Capital Guardian Trust Co.
962-93/94	Retirement	Dietche & Field Advisers, Inc.
963-93/94	Retirement	Hanson Investment Management Co.
964-93/94	Retirement	Ark Asset Management Co.
965-93/94	Retirement	Lewis, Bailey Associates, Inc.
966-93/94	Retirement	MacKay Shields Financial Corporation
967-93/94	Retirement	McCullough, Andrews & Cappiello, Inc.



(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
968-93/94	Retirement	Nicholas - Applegate Capital Management
969-93/94	Retirement	Oechsle International Advisors
970-93/94	Retirement	Provident Investment Counsel
971-93/94	Retirement	RCM Capital Management
972-93/94	Retirement	Scudder, Stevens
973-93/94	Retirement	TCW Asset Management Co.
974-93/94	Retirement	The Townsend Group
975-93/94	Retirement	Warburg Investment Management International
976-93/94	Retirement	Bankers Trust Co.
977-93/94	Social Services	Children's Council of San Francisco
978-93/94	Social Services	City College of San Francisco
979-93/94	Social Services	San Francisco State University
980-93/94	Social Services	State of California, Employment Development Department
981-93/94	Social Services	UC: Infant-Parent Program
982-93/94	Social Services	University of California/Early Parenting Project
983-93/94	Human Rights Commission	David Castillo dba Castle Consulting and Financial Services

Rec: Adopt Human Resources Director's report; notify the offices of  
the Controller and the Purchaser.

(4D) Requests to appoint new employees at a salary step higher than normal. (File No. 458-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. John Macy Special Assistant VIII (Class 1367)	CAO	5	5
2. Ann Carey Rate Administrator (Class 1841)	CAO	5	5
3. Robert Koteskey Procedural Writer (Class 1817)	Airport	4	4

Rec: Adopt Human Resources Director's report.

(4E) Proposed addition to the Civil Service Commission Rules adding proposed new Rule 32A - Layoff of Provisional Employees, to restore the use of seniority for the layoff of provisional employees.  
(File No. 442-94-5)

June 6, 1994:

1. Post for adoption at the meeting of June 20, 1994.
2. Circulate for meet and confer.
3. The Commission requested that the Executive Officer follow-up with Department of Human Resources staff to determine the correct population of provisional employees in the City and County and School Districts workforces, to develop formats for reporting figures and to establish a regular reporting schedule to the Civil Service Commission.

Rec: Adopt.

(4F) Proposed amendment to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.08 - Layoff - Permanent Appointees, Subsection B, to provide that all laid off permanent and probationary employees may displace other permanent or probationary employees in the same class with less seniority in any department ("Citywide seniority"); and

Proposed amendment to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, to delete the Rule 32 Appendix - Classes included in Citywide seniority for layoff purposes. (File No. 477-94-5)

Rec: Post for adoption; circulate for meet and confer.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JUNE 20, 1994

SECTION III - 2 p.m.

(5) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION III AGENDA.

As soon after 2 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section III Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section II Agenda during the Roll Call.

- (6) Appeal of the Human Resources Director's denial of the appeal by Local 21 of the provision of the examination announcement for Training Coordinator (Class 1237) providing for use of the Rule of the List to certify eligibles. (File No. 341-94-4)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Local 21.

Rec: Adopt Human Resources Director's report; deny appeal by Local 21 of the terms of the announcement for Class 1237 Training Coordinator.

- (7) Appeal by Eric Fenton of background rejection for Airport Police Service Aide (Class 9209). (File No. 430-94-4)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Mr. Fenton's attorney

Rec: Adopt Human Resources Director's report; deny appeal of Eric Fenton, sustain the decision of the Chief of Airport Police.

- (8) Appeal of the Human Resources Director's denial of a challenge to the ethnicity identification of Kevin J. Gonzalves, an eligible on the tentative eligible list for Battalion Chief (Class H40).  
(File No. 431-94-5)
- June 6, 1994: Over to the meeting of June 20, 1994 at the request of Chief Gonzalves's attorney.
- Rec: Over to the meeting of July 18, 1994 at the request of the Department of Human Resources - Equal Employment Opportunity Unit.
- (9) Appeal by Local 790 of layoff of employees in Class 2517 Jail Medical Technician. (File No. 480-94-4)
- Rec: Adopt Human Resources Director's report; deny appeal of Local 790. Authorize permanent appointment of laid off employees to positions as Licensed Vocational Nurse (Class 2313) and Health Worker III (Class 2587).
- (10) Request from the San Francisco Police Department for interpretation of Civil Service Commission Rules concerning the probationary period requirement following the reinstatement of a laid off employee.  
(File No. 386-94-5)
- Open for action.
- (11) Proposed amendments to the Charter of the City and County of San Francisco forwarded by the Board of Supervisors for the Commission's comments. (File No. 452-94-1):
- A. File 262-94-1 [Ballot Measure] Charter amendment (First Draft) adding Section 8.500-2 thereof, relating to domestic partners.  
(Supervisors Migden, Leal, Kaufman, Alioto)
  - B. File 265-94-1 [Ballot Measure] Charter amendment (Skeletal - First Draft) by adding Section to Charter to establish a Commission on the Status of Women. (Supervisors Maher, Leal)
  - C. File 266-94-1 [Ballot Measure] Charter amendment (First Draft) amending Section 8.107 to provide that members of the commission on the status of women may be removed only for cause. (Supervisors Maher, Leal)



(11)

(cont.) D. File 267-94-1

[Ballot Measure] Charter amendment (First Draft) deleting Sections 3.698, 3.698-1, 3.698-2, and 3.698-3 relating to the Parking and Traffic Commission and the Department of Parking and Traffic, powers, duties of Commission and composition and organization of Department; amending Sections 3.510 to vest specified powers and duties relating to street traffic in the Department of Public Works; amending Section 3.538 to substitute the Department of Public Works for the Department of Parking and Traffic as the department to receive traffic accident reports and to submit plans for traffic control; amending Section 3.552 relating to the powers and duties of the Park Commission; amending Section 7.403 to transfer from the Parking and Traffic Commission to the Recreation and Park Commission the power, subject to specified conditions, to lease parking facilities under a park, square or playground. (Supervisor Maher)

Open for action.

(12)

Appeal of the decision of the Human Resources Director by Michelle Haynes to deny her eligibility for future employment with the City and County of San Francisco. (File No. 481-94-5)

Rec: Adopt Human Resources Director's report; deny appeal of Michelle Haynes; sustain the decision of the Human Resources Director.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JUNE 20, 1994

SECTION IV - 3 p.m.

E M P L O Y E E   S E P A R A T I O N S

(13) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION IV AGENDA.

As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section IV Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section III Agenda during the Roll Call.

APPEAL OF AUTOMATIC RESIGNATION

- (14) Eugene Foley, Car and Auto Painter (Class 7309), Public Utilities Commission, San Francisco Municipal Railway.

June 6, 1994: Over to the meeting of June 20, 1994 by Commission action due to file not being available to the Commissioners.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

TERMINATION OF TEMPORARY APPOINTMENT

- (15) Dean Guttierrez, Junior Management Assistant (Class 1840), Department of Public Health, Central Office.

May 2, 1994: Over to the meeting of June 6, 1994 at the request of Local 790.

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Local 790.

(15)

(cont.)

June 6, 1994:

Over to the meeting of June 20, 1994 at the request of Local 790.

Recommendation of the Department of Public Health:

Return name to the eligible list from which appointed (Class 1840 Junior Management Assistant). Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(16)

Gerald M. Sellers, Transcriber Typist (Class 1430), Department of Public Health, San Francisco General Hospital Medical Center.

June 6, 1994:

Over to the meeting of June 20, 1994 at the request of Local 790.

Rec: Off calendar; appeal withdrawn.

RESIGNATION - SERVICES UNSATISFACTORY

(17)

Mary A. Flores, Senior Eligibility Worker (Class 2905), Department of Social Services.

Recommendation of the Department of Social Services:

Accept the resignation as certified. Cancel all current examination and eligibility status. Not to be employed again by the Department of Social Services.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JUNE 20, 1994

SECTION V - 4 p.m.

(18) COMMISSIONERS' NEW BUSINESS.

(19) HUMAN RESOURCES DIRECTOR'S REPORT.

(20) EXECUTIVE OFFICER'S REPORT.

For Action

Proposal for the development of a program for phaseout of longterm provisional employment.

June 6, 1994: Over to the meeting of June 20, 1994. The Commission directed the Executive Officer to work with the Department of Human Resources staff to develop a regular system to keep the Commission apprised of the number of classes in the Classification Plan and the fluctuations in those numbers.

Rec: Adopt Executive Officer's report.

(21) REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(22) ADJOURNMENT.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 21, 1994

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 ML (54) BOX 41

## NOTICE

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

EMI UYEHARA  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

The Civil Service Commission will hold a Special Meeting on Monday, June 27, 1994 at 5 p.m. in Room 52D City Hall to consider the following:

Proposed amendment to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.08 - Layoff - Permanent Appointees, Subsection B, to provide that all laid off permanent and probationary employees may displace other permanent or probationary employees in the same class with less seniority in any department ("Citywide seniority"); and

Proposed amendment to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, to delete the Rule 32 Appendix - "Classes Included in Citywide Seniority for Layoff Purposes."

These proposed amendments to the Civil Service Commission Rules were posted for adoption by the Civil Service Commission at its meeting of June 20, 1994.

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, reading "Albert C. Walker".

Albert C. Walker  
Executive Officer

DOCUMENTS DEPT.

JUN 24 1994

SAN FRANCISCO  
PUBLIC LIBRARY







# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## AGENDA

REGULAR MEETING

OF

JULY 18, 1994

ROOM 282, SECOND FLOOR, CITY HALL

### ORDER OF BUSINESS

SECTION I	ROLL CALL, MINUTES AND ANNOUNCEMENTS	2:00 p.m.
SECTION II	CONSENT AGENDA	2:00 p.m.
SECTION III	REGULAR BUSINESS	2:00 p.m.
SECTION IV	EMPLOYEE SEPARATIONS	3:00 p.m.
SECTION V	COMMISSIONERS' NEW BUSINESS, REPORTS AND REQUESTS TO SPEAK	4:00 p.m.

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

EMI UYEHARA  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41



## NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

### INFORMATION ON DISABILITY ACCESS



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 52 is wheelchair accessible from the elevator on the Van Ness side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415)554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to Accommodate these individuals.

Smoking is prohibited in the meeting room and in City Hall hallways.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JULY 18, 1994

SECTION I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL.

(2) MINUTES.

A. Regular Meeting of June 20, 1994.

B. Special Meeting of June 27, 1994.

(3) ANNOUNCEMENTS.

A. Announcement of changes to Agenda Sections I and II.

B. Executive Session, July 18, 1994.

C. Other Announcements.

(4) RESOLUTION OF COMMENDATION.

Resolution of Commendation for Miguel Cosio, Jr., Class 2720  
Janitorial Services Supervisor, Department of Public Works, upon his  
retirement after twenty-nine (29) years of service.  
(File No. 515-94-1)

Rec: Adopt.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JULY 18, 1994

SECTION II - 2 p.m.

(5) CONSENT AGENDA (ITEMS 5A THROUGH 5N).

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(5A) Review of requests for approval of proposed personal services contracts. (File No. 422-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
809-93/94	Public Works	Robert LaRocca & Associates
810-93/94	Public Works	G.K.O. & Associates
June 6, 1994:	Contracts Numbers 809-93/94 and 810-93/94 over to the meeting of June 20, 1994.	
June 20, 1994:	Over to the meeting of July 18, 1994 by Commission action; Department to identify contractors and advise the Executive Officer before the July 18 meeting.	

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(5B) Review of requests for approval of proposed personal services contracts. (File No. 423-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
840-93/94	Public Health	MSC Psychiatric Services Corp.
852-93/94	Public Health	St. Francis Memorial Hospital
853-93/94	Public Health	St. Mary's Hospital and Medical Center

(5B)  
(cont.)

June 6, 1994: Contracts Numbers 840-93/94; 852-93/94; and 853-93/94 over to the meeting of June 20, 1994 at the request of Local 250.

June 20, 1994: Over to the meeting of July 18, 1994 at the request of Local 250 made through and with the concurrence of the Department of Public Health.

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(5C) Review of requests for approval of proposed personal services contracts. (File No. 466-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
957-93/94	Retirement	Axe-Houghton Associates
958-93/94	Retirement	Barra & Associates
959-93/94	Retirement	Brinson Partners, Inc.
960-93/94	Retirement	Callan & Associates
961-93/94	Retirement	Capital Guardian Trust Co.
962-93/94	Retirement	Dietche & Field Advisers, Inc.
963-93/94	Retirement	Hanson Investment Management Co.
964-93/94	Retirement	Ark Asset Management Co.
965-93/94	Retirement	Lewis, Bailey Associates, Inc.
966-93/94	Retirement	Mackay Shields Financial Corporation
967-93/94	Retirement	McCullough, Andrews & Cappiello, Inc.
968-93/94	Retirement	Nicholas - Applegate Capital Management

(5C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
969-93/94	Retirement	Oechsle International Advisors
970-93/94	Retirement	Provident Investment Counsel
971-93/94	Retirement	RCM Capital Management
972-93/94	Retirement	Scudder, Stevens
973-93/94	Retirement	TCW Asset Management Co.
974-93/94	Retirement	The Townsend Group
975-93/94	Retirement	Warburg Investment Management International
976-93/94	Retirement	Bankers Trust Co.
June 20, 1994:	Contracts 957-93/94; 958-93/94; 959-93/94; 960-93/94; 961-93/94; 962-93/94; 963-93/94; 964-93/94; 965-93/94; 966-93/94; 967-93/94; 968-93/94; 969-93/94; 970-93/94; 971-93/94; 972-93/94; 973-93/94; 974-93/94; 975-93/94; 976-93/94 over to the meeting of July 18, 1994. Department to provide Commission with written response to its questions.	

Rec: Adopt Human Resources Director's report; notify the offices of  
the Controller and the Purchaser.

(5D) Review of requests for approval of proposed personal services  
contracts. (File No. 530-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-94/95	Mayor's Office	Asian Women's Resource Center
2-94/95	Mayor's Office	Audrey L. Smith Development Center
3-94/95	Mayor's Office	Audrey L. Smith Development Center, Inc./Pre-School Assessment

(5D)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
4-94/95	Mayor's Office	Bayview Hunter's Point Foundation-- Mental Health
5-94/95	Mayor's Office	Caheed, Inc.
6-94/95	Mayor's Office	California Lawyers for the Arts
7-94/95	Mayor's Office	Camp Fire Boys and Girls
8-94/95	Mayor's Office	Center on Juvenile and Criminal Justice
9-94/95	Mayor's Office	Central City Hospitality House
10-94/95	Mayor's Office	Children's Council of San Francisco
11-94/95	Mayor's Office	Community Educational Services--Newcomer
12-94/95	Mayor's Office	Community Educational Services--Ready for Work
13-94/95	Mayor's Office	Cross Cultural Family Center
14-94/95	Mayor's Office	Easter Seal Society of the Bay Area
15-94/95	Mayor's Office	Edgewood Children's Center
16-94/95	Mayor's Office	Ella Hill Hutch Community Center
17-94/95	Mayor's Office	Family Service Agency/TAPP
18-94/95	Mayor's Office	Filipino American Council of San Francisco
19-94/95	Mayor's Office	Girls Against Gangs (GAG)



(5D)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
20-94/95	Mayor's Office	Good Samaritan Family Resource Center
21-94/95	Mayor's Office	Hamilton Family Center, Inc.
22-94/95	Mayor's Office	Horizons Unlimited of San Francisco
23-94/95	Mayor's Office	Japanese Community Youth Council
24-94/95	Mayor's Office	Mission Child Care Consortium, Inc.
25-94/95	Mayor's Office	Mission Neighborhood Health Center
26-94/95	Mayor's Office	Moss Beach Homes, Inc. dba Aspira Family Services
27-94/95	Mayor's Office	Northern California Music and Art Culture Center
28-94/95	Mayor's Office	Ocean-Merced-Ingleside Community Association
29-94/95	Mayor's Office	Office of Samoan Affairs
30-94/95	Mayor's Office	Operation Contact, Inc.
31-94/95	Mayor's Office	Real Alternatives Program, Inc.
32-94/95	Mayor's Office	S.F. Court Appointed Special Advocate
33-94/95	Mayor's Office	S.F. Educational Services
34-94/95	Mayor's Office	S.F. League of Urban Gardeners
35-94/95	Mayor's Office	S.F. State University Foundation/Bridges... From School to Work

(5D)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
36-94/95	Mayor's Office	S.F. Study Center
37-94/95	Mayor's Office	S.F. Women's Center/ Girls Leadership
38-94/95	Mayor's Office	S.F. Women's Center/ LYRIC
39-94/95	Mayor's Office	Support for Families with Special Children/ S.F. Statue University Foundation
40-94/95	Mayor's Office	Telegraph Hill Neighborhood Center
41-94/95	Mayor's Office	Tenderloin Neighborhood Development Center
42-94/95	Mayor's Office	West Bay Pilipino Multi-Service Corp.
43-94/95	Mayor's Office	Wu Yee Children's Services
44-94/95	Mayor's Office	Youth Guidance Center Improvement Committee
45-94/95	Mayor's Office	YWCA of San Francisco/ Marin/San Mateo

Rec: Adopt Human Resources Director's report; notify the offices of  
the Controller and the Purchaser.

(5E) Review of requests for approval of proposed personal services  
contracts. (File No. 531-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
46-94/95	Airport	Association of Parsons De Leuw, OPAC and AGS
47-94/95	Airport	Johnson & Higgins/ARISCO

(5E)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
48-94/95	Airport	Hicks & Associates
49-94/95	Art Commission	Fiberstars
50-94/95	Art Commission	Ann Preston
51-94/95	Commission on Aging	Donna Calame
52-94/95	Commission on Status of Women	Asian Women's Shelter
53-94/95	Commission on Status of Women	Cameron House
54-94/95	Commission on Status of Women	La Casa de las Madres
55-94/95	Commission on Status of Women	Family Violence Prevention Fund
56-94/95	Commission on Status of Women	Nihonmachi Legal Outreach
57-94/95	Commission on Status of Women	S.F. Bar Association/ Cooperative Restraining Order
58-94/95	Commission on Status of Women	S.F. Bar Association/ Volunteer Legal Services
59-94/95	Commission on Status of Women	S.F. Neighborhood Assistance Foundation
60-94/95	Commission on Status of Women	St. Vincent de Paul Society of San Francisco/Brennan House
61-94/95	Commission on Status of Women	St. Vincent de Paul Society of San Francisco
62-94/95	Commission on Status of Women	Woman, Inc.
63-94/95	Commission on Status of Women	Asian Women's Shelter

(5E)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
64-94/95	Commission on Status of Women	La Casa de las Madres
65-94/95	Commission on Status of Women	St. Vincent de Paul Society of San Francisco
66-94/95	Controller	IBM Corporation
67-94/95	Human Resources	Rael & Letson
68-94/95	Human Resources	Health Care Evaluation, Inc.
69-94/95	Parking & Traffic	Wilbur Smith Associates
70-94/95	Public Health	Gruber & Associates
71-94/95	Public Health	Professional Management Development Corporation
72-94/95	Public Health	Agostini and Associates, Inc.
73-94/95	Public Health	Foxfire, Inc.
74-94/95	Public Health	Health Management Systems, Inc.
75-94/95	Public Health	Hospital Nurses Registry, Inc.
76-94/95	Public Health	Interim Healthcare, Inc.
77-94/95	Public Health	Maxim Healthcare Services
78-94/95	Public Health	Medco Health Care Services; dba Temporary Health Care Services
79-94/95	Public Health	MRA Staffing Systems, Inc.

(5E)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
80-94/95	Public Health	Nursing Care Providers, Inc.
81-94/95	Public Health	Physical & Occupational Therapist's Registry, Inc.
82-94/95	Public Health	The Registry Network, Inc.
83-94/95	Public Health	Stat Nursing Services, Inc.
84-94/95	Public Health	TemPosition Health Care, Inc.
85-94/95	Public Health	United Nursing International/Stat Medical Services, Inc.
86-94/95	Public Health	Wesley Medical Resources, Inc.
87-94/95	Public Health	Western Medical Services
88-94/95	Public Utilities Commission	Henwood Energy Services, Inc
89-94/95	Public Utilities Commission	Woodward-Clyde Consultants
90-94/95	Public Works	Vibration Institute
91-94/95	Public Works	Godbe Communications
92-94/95	Public Works	Kennedy Jenks Consultants
93-94/95	Public Works	To Be Determined
94-94/95	Recreation and Park	Robert Hansen, Golden Gate Park Band
95-94/95	Sheriff	University of California, S.F.
96-94/95	Sheriff	Reverend Raymond J. Fox



(5E)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
97-94/95	Sheriff	Center on Juvenile and Criminal Justice
98-94/95	Sheriff	Beth Ann Brown
99-94/95	Sheriff	Frederick Millen
100-94/95	Sheriff	Arlene Hamilton
101-94/95	Sheriff	Comprehensive Action Network
102-94/95	Sheriff	Occupational Health Services
103-94/95	Sheriff	Acupuncture and Recovery Treatment
104-94/95	Sheriff	Kathleen A. McBurney Dr. P.H., R.D.
105-94/95	Sheriff	San Mateo County School Service Fund
106-94/95	Sheriff	Dr. Harry Edwards
107-94/95	Sheriff	Anita De Frantz, Ph.D.
108-94/95	Sheriff	Asian American Residential Recovery Services
109-94/95	Sheriff	Flor Ramirez
110-94/95	Sheriff	Geese Theatre Company
111-94/95	Sheriff	George Bach-Y-Rita
112-94/95	Sheriff	Jelani House-Catholic Charities
113-94/95	Sheriff	Liberation House
114-94/95	Sheriff	Linda Connelly and Associates
115-94/95	Sheriff	Linda Connelly and Associates

(5E)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
116-94/95	Sheriff	Man-Alive Hamish Sinclair
117-94/95	Sheriff	Northern California Service League
118-94/95	Sheriff	Prison Match/Rose Weilerstein
119-94/95	Sheriff	Third Baptist Church, Inc.
120-94/95	Sheriff	Walden House, Inc.
121-94/95	Sheriff	Heidi Quinn
122-94/95	Sheriff	David Monks
123-94/95	Sheriff	Family Service Agency of San Francisco
124-94/95	Sheriff	Joint Venture: Alternative Family Services, Inc. and Sojourner Truth Foster Family Agency, Inc.
125-94/95	Social Services	Edgewood Children's Center
126-94/95	Social Services	Children's Council of San Francisco
127-94/95	Social Services	Community Housing Partnership
128-94/95	Social Services	Episcopal Community Services
129-94/95	Social Services	The Glide Foundation
130-94/95	Social Services	Hamilton Family Center
131-94/95	Social Services	St. Vincent de Paul Society of S.F.
132-94/95	Social Services	The Salvation Army

(5E)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
133-94/95	Superior Court	Volunteer Legal Services Program
134-94/95	Superior Court	S.F. Youth Courts, Inc.
135-94/95	Superior Court	Kid's Turn

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(5F) Requests to appoint new employees at a salary step higher than normal. (File No. 535-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Curtis Chung Airfield Safety Officer (Class 9212)	Airport	2	2
2. Tracy Haynes Counselor (Class 8321)	Juvenile Probation	5	5
3. Olivia Jeng Attorney (Class 8174)	District Attorney	3	3
4. All As-Needed Employees in Licensed Vocational Nurse (Class 2312)	Public Health	3	3
5. All Employees in Class 2330 Anesthetists	Public Health	4	4
6. Norm Nickens Special Assistant XV (Class 1374)	Public Health	3	3
7. Elaine Cartwright Special Assistant XVI (Class 1375)	Public Utilities Commission	5	5

Rec: Adopt Human Resources Director's report.

(5G) Requests for salary adjustments for employees assigned supervisory duties. (File No. 534-94-3)

Rec: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

(5H) Proposed amendment to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting laws. (File No. 441-94-5)

June 6, 1994

Over to the meeting of July 18, 1994 at the request of the City Attorney.

Rec: Post for the adoption at the meeting of August 1, 1994.

(5I) Proposed amendment to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, Section 19.04 - Board of Trustees, to reflect the change imposed by Proposition M (November 1993 Ballot) in creating the Department of Public Transportation and reassigning the Municipal Railway from the Public Utilities Commission to the new department. (File No. 564-94-5)

Rec: Post for the adoption at the meeting of August 1, 1994.

(5J) Proposed amendment to the Civil Service Commission Rules adding new Rule 35 - Return-to-Work Programs. (File No. 538-94-5)

Rec: 1. Post for adoption;

2. Refer to the Employee Relations Division - Department of Human Resources, for meet and confer with employee organizations;

3. Notify the Mayor and the Human Resources Director of the posting of this impending change to the Civil Service Commission Rules and urge the Mayor and the Human Resources Director to assign the highest priority to completing meet and confer and the implementation of Return-to-Work Programs throughout the City and County of San Francisco.

(5K) Request to appoint William Lee to a permanent position in Class 6141 Manager, Office of Health and Safety.  
(File No. 532-94-5)

Rec: Adopt Human Resources Director's report; approve request by the Department Public Health. Appoint William Lee to a permanent position in Class 6141 Manager, Office of Health and Safety.

(5L) Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence: (1) Reflecting changes required by the Family and Medical Leave Act; (2) Extending the Family and Medical Leave Act entitlements to domestic partners consistent with City and County Policy; (3) Changing salary supplement provisions when employee on workers compensation or when using state disability insurance.  
(File No. 540-94-5)

Rec: (1) Post for adoption;  
(2) Refer to the Employee Relation Division - Department of Human Resources, for meet and confer with employee organizations;  
(3) Notify the Mayor and the Board of Supervisors of these proposed changes to the Civil Service Commission Rules.

(5M) Controller's Audit Report on the transition of the General Manager, Personnel and the Acting General Manager, Personnel, Civil Service Commission. (File No. 554-94-1)

Rec: Accept report and direct that it be filed.

(5N) Request for approval of Paragraph Eleven (11) of the Memorandum of Understanding By and Between The City and County of San Francisco and the International Union of Operating Engineers, Stationary Local 39, for Fiscal Year 1994 through 1996.

Rec: Approve.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JULY 18, 1994

SECTION III - 2 p.m.

(6) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION III AGENDA.

As soon after 2 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section III Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section III Agenda during the Roll Call.

- (7) Appeal of the Human Resources Director's denial of a challenge to the ethnicity identification of Kevin J. Gonzalves, an eligible on the tentative eligible list for Battalion Chief (Class H40).  
(File No. 431-94-5)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Chief Gonzalves's attorney.

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Human Resources - Equal Employment Opportunity Unit.

Rec: Adopt Human Resources Director's report; deny appeals of James Barden; Franklin Dunn; Michael Morris; Robert Serrano; and Don Walsh.

- (8) Appeal by Local 790 of layoff of employees in Class 2517 Jail Medical Technician. (File No. 480-94-4)

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Public Health.

Rec: Adopt Human Resources Director's report; deny appeal of Local 790. Authorize permanent appointment of laid off employees to positions as Licensed Vocational Nurse (Class 2312) and Health Worker III (Class 2587).

- (9) Request from the San Francisco Police Department for interpretation of Civil Service Commission Rules concerning the probationary period requirement following the reinstatement of a laid off employee.  
(File No. 386-94-5)

June 20, 1994: Over to the meeting of July 18, 1994 at the request of Local 790.  
Open for action.

- (10) Appeal by Local 22, United Brotherhood of Carpenters and Joiners of America, of certain provisional appointments in the Bureau of Building Inspection, Department of Public Works.  
(File No. 522-94-5)

Rec: Adopt Human Resources Director's report; deny appeal of Local 22, United Brotherhood of Carpenters and Joiners of America.

- (11) Appeal by Dennis Williams of the Human Resources Director's denial of protest in the oral examination for Sheriff's Lieutenant (Class 8310). (File No. 541-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Dennis Williams of the Human Resources Director's denial of protest regarding the oral examination for Sheriff's Lieutenant (Class 8310).

- (12) Appeal by Takafumi Ideta of the Human Resources Director's denial of protest in the oral examination for Sheriff's Lieutenant (Class 8310). (File No. 542-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Takafumi Ideta of the Human Resources Director's denial of protest regarding the performance component exercise of the examination and the standardization of scores for the Sheriff's Lieutenant (Class 8310) examination.

- (13) Appeal by Rex Olson of the Human Resources Director's denial of protest in the oral examination for Sheriff's Lieutenant (Class 8310). (File No. 543-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Rex Olson of the Human Resources Director's denial of protest regarding the performance component exercise of the examination for Sheriff's Lieutenant (Class 8310).

- (14) Appeal by Marisa E. Lott of background rejection for Police Communications Dispatcher (Class 8238). (File No. 539-94-4)
- Rec: Adopt Human Resources Director's report; deny appeal of Marisa E. Lott; sustain the decision of the Chief of Police.
- (15) Proposed Charter Amendment deleting Sections 8.400 (h), 8.401, 8.401-1, and 8.407 and amending Sections 8.409, 8.409-1, 8.409-3, 8.409-4, and amending or deleting Sections 8.403, 8.404 and 8.590-1 through 8.590-7, relating to the compensation and collective bargaining of city employees, officers and elected officials. (Board of Supervisors File No. 273-94-1) (CSC File No. 555-94-1)
- Open for action.
- (16) Proposed new Charter for the City and County of San Francisco (Fourth Draft). (Board of Supervisors File No. 261-94-1) (CSC File No. 556-94-1)
- Open for action.
- (17) Request by the Department of Public Health to reopen the recruitment period for Supervising Fiscal Officer (Class 1675). (File No. 558-94-4)
- May 16, 1994                      Direct the Department of Human Resources to conduct the examination and to promulgate the eligible list for Supervising Fiscal Officer (Class 1675) within the next sixty (60) days. Examination to be conducted by the Department of Human Resources staff. Progress Report to be presented at the meeting of June 6, 1994.
- June 6, 1994                      The Commission extended the recruitment period for the examination for Supervising Fiscal Officer (Class 1675) by two (2) additional weeks fourteen (14) days and extended the deadline for adoption of the eligible list to a total of seventy-four (74) days from May 16, 1994.
- Open for discussion.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JULY 18, 1994

SECTION IV - 3 p.m.

EMPLOYEE SEPARATIONS

(18) APPELLANT ROLL CALL AND ANNOUNCEMENT OF CHANGES TO SECTION IV AGENDA.

As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Section IV Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Section IV Agenda during the Roll Call.

RESIGNATION - SERVICES UNSATISFACTORY

- (19) Mary A. Flores, Senior Eligibility Worker (Class 2905), Department of Social Services.

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Social Services.

Rec: Accept the resignation as certified. Cancel all current examination and eligibility status. Not to be employed again by the Department of Social Services.

DISMISSAL OF PERMANENT EMPLOYEE

- (20) Thomas Coleman, Recreation Director (Class 3284), Recreation and Park Department.

Rec: Over to the meeting of September 19, 1994 at the request of Mr. Coleman's Attorney.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - JULY 18, 1994

SECTION V - 4 p.m.

(21) COMMISSIONERS' NEW BUSINESS.

(22) HUMAN RESOURCES DIRECTOR'S REPORT.

Status Report on number of classes.

(23) EXECUTIVE OFFICER'S REPORT.

Status Report on count of provisional employees.

June 6, 1994:                      The Commission requested that the Executive Officer follow-up with Department of Human Resources staff to determine the correct population of provisional employees in the City and County and School Districts workforces, to develop formats for reporting figures and to establish a regular reporting schedule to the Civil Service Commission.

(24) REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 153 City Hall or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a request form.

In either case, speakers are not required to identify themselves or provide identifying information.

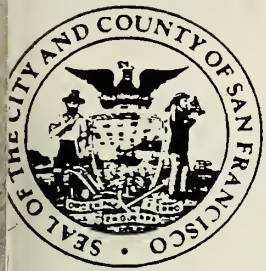
Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

(25) ADJOURNMENT.

In memory of John Maguire, former Personnel Director, San Francisco Public Library, who died on June 21, 1994.





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

## AGENDA

REGULAR MEETING

OF

AUGUST 1, 1994

ROOM 282, SECOND FLOOR, CITY HALL

2:00 p.m.

DOCUMENTS DEPT.

JUL 27 1994

SAN FRANCISCO  
PUBLIC LIBRARY

### ORDER OF BUSINESS

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT CALENDAR
5. REGULAR BUSINESS
6. COMMISSIONERS'S NEW BUSINESS, REPORTS  
AND REQUESTS TO SPEAK
7. ADJOURNMENT

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

EMI UYEHARA  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER



NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

## INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

### TAPE - RECORDING OF CIVIL SERVICE COMMISSION MEETINGS

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 153 City Hall during normal business hours. Recordings will be retained for a minimum of ten (10) business days.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - August 1, 1994

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

REGULAR MEETING OF JULY 18, 1994.

(3) ANNOUNCEMENTS

A. Announcement of changes to Agenda.

B. Other Announcements.

(4) CONSENT AGENDA (ITEMS 4A THROUGH 4G)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(4A) Request to appoint Elaine Cartwright at a salary step higher than normal. (File No. 535-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Elaine Cartwright Special Assistant XVI (Class 1375)	Public Utilities Commission	5	5
July 18, 1994	Over to the meeting of August 1, 1994 at the request of the Department of Public Transportation.		

Rec: Adopt Human Resources Director's report.



- (4B) Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting laws. (File No. 441-94-5)

June 6, 1994

Over to the meeting of July 18, 1994 at the request of the City Attorney.

July 18, 1994

Post for adoption at the meeting of August 1, 1994.

Rec: Adopt; refer to the Board of Supervisors for approval by ordinance as required by Charter Section 8.404.

- (4C) Proposed amendment to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, Section 19.04 - Board of Trustees, to reflect the change imposed by Proposition M (November 1993 Ballot) in creating the Department of Public Transportation and reassigning the Municipal Railway from the Public Utilities Commission to the new department. (File No. 564-94-5)

July 18, 1994

Post for adoption at the meeting of August 1, 1994.

Rec: Adopt; refer to the Board of Supervisors for approval by ordinance as required by Charter Section 8.404.

- (4D) Request for salary adjustments for employees assigned supervisory duties. (File No. 595-94-3)

Rec: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

- (4E) Request to appoint employee at a salary step higher than normal. (File No. 596-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
John Chester Special Assistant VII (Class 1366)	Public Works	4	4

Rec: Adopt Human Resources Director's report.

- (4F) Salary survey and certification of wage schedules for Transit Operators (Charter Section 8.404 for Fiscal Year 1994-95). (File No. 587-94-3)

Rec: Adopt Human resources Director's report; certify wage schedules; forward to the Board of Supervisors.

- (4G) Review of requests for approval of proposed personal service contracts. (File No. 571-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
136-94/95	Art Commission	Kathryn Gustafon
137-94/95	Art Commission	Ned Kahn
138-94/-95	Art Commission	Ann Preston
139-94/95	Art Commission	Ik Joon Kang
140-94/95	Art Commission	Keith Sonnier
141-94/95	Art Commission	Tim Collins and Reiko Goto
142-94/95	Convention Facilities	Wallace Mah & Louie
143-94-95	Convention Facilities	San Francisco Convention and Visitors Bureau
144-94/95	Human Resources	Towers Perrin Company
145-94/95	Mayor	San Francisco Community Television Corporation
146-94/95	Mayor	San Francisco Community Television Corporation
147-94/95	Police	Tri-County Extradition
148-94/95	Public Health	Edgewood Children's Center
149-94/95	Public Health	Richmond Area Multi-Services, Inc.
150-94/95	Public Health	Progress Foundation

(4G)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
151-94/95	Public Health	Arcost/CPM Group
152-94/95	Public Health	Arcost/CPM Group
153-94/95	Public Works	Haley & Aldrich, Inc.
154-94/95	Public Works	Business Development, Inc.
155-94/95	Public Works	Don Todd Associates, Inc./EPC Consulting, Inc.
156-94/95	Public Works	To Be Determined
157-94/95	Public Works	To Be Determined
158-94/95	Public Works	SoftDig Underground Services, Inc.
159-94/95	Public Works	Testing Engineers, Inc.
160-94/95	Public Works	MEC Analytical Systems
161-94/95	Public Works	To Be Determined
162-94/95	Public Works	To Be Determined
163-94/95	Public Works	To Be Determined
164-94/95	Public Works	To Be Determined
165-94/95	Purchasing	Best Auto Body Repair/Multi-Craft Automotive/Industrial Auto Body
166-94/95	Sheriff	Mike Ison
167-94/95	Sheriff	Roger Sheldon
168-94/95	Social Services	Asian Perinatal Advocates

(4G)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
169-94/95	Social Services	Chinese Community Housing Corporation
170-94/95	Social Services	Family Service Agency of San Francisco (Respite Program)
171-94/95	Social Services	Alicia Lieberman, Ph.D.
172-94/95	Social Services	Carolyn Block, Ph.D.
173-94/95	Social Services	Valata Jenkins-Monroe, Ph.D.
174-94/95	Transportation	Smith-Dawson Associates, Inc.

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(5) REGULAR BUSINESS

Appeal of background rejection for Deputy Sheriff (Class 8304) by Burton Tong. (File No. 491-94-4)

Rec: Adopt report: Sustain the decision of the Sheriff. Deny appeal of Burton Tong.

(6) COMMISSIONERS'S NEW BUSINESS, REPORTS, AND REQUESTS TO SPEAK

(6A) COMMISSIONERS'S NEW BUSINESS

1. Commissioner A. Lee Munson: Report from the Civil Service Commission Rules Revision Committee
2. Other new business.

(6B) HUMAN RESOURCES DIRECTOR'S REPORT



(6C) EXECUTIVE OFFICER'S REPORT

(6D) REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 153 City Hall or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

(7) ADJOURNMENT





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SA

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

## AGENDA

REGULAR MEETING

OF

AUGUST 15, 1994

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

AUG 9 1994

SAN FRANCISCO  
PUBLIC LIBRARY

### ORDER OF BUSINESS

2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

3:00 p.m.

6. EMPLOYEE SEPARATIONS

3:30 p.m.

7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

EMI UYEHARA  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER



NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - AUGUST 15, 1994

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL : 2:00 p.m.

(2) MINUTES

Regular meeting of August 1, 1994.

(3) ANNOUNCEMENTS

A. Announcement of changes to 2 p.m. Agenda.

B. Other Announcements.

(4) CONSENT AGENDA (ITEMS 4A THROUGH 4H): 2:00 p.m.

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(4A) Review of requests for approval of proposed personal service contract 165-94/95. (File No. 571-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
165-94/95	Purchasing	Best Auto Body Repair/Multi-Craft Automotive/Industrial Auto Body

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

8/15/94



- (4B) Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting laws. (File No. 441-94-5)

June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

July 18, 1994: Post for adoption at the meeting of August 1, 1994.

August 1, 1994 Over to the meeting of August 15, 1994 at the request of Commissioner Munson.

Rec: Adopt.

- (4C) Review of requests for approval of proposed personal services contracts. (File No. 623-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
175-94/95	Airport	San Francisco Conservation Corps
176-94/95	CAO	Kim Fowler
177-94/95	CAO	San Francisco League of Urban Gardeners (SLUG)
178-94/95	Human Rights Commission	San Francisco Intergroup Clearinghouse, Inc.
179-94/95	Mayor	Alice Estill Miller
180-94/95	Mayor	Public Housing Tenant Association
181-94/95	Mayor	Bayview Hunters Point Foundation
182-94/95	Mayor	North of Market Planning Coalition
183-94/95	Mayor	Organization of Latino Residents of Public Housing

8/15/94

(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
184-94/95	Mayor	Filipino American Council of San Francisco
185-94/95	Mayor	Ingleside Community Center
186-94/95	Mayor	Mission Education Projects
187-94/95	Mayor	Visitation Valley Community Center
188-94/95	Mayor	Operation Contract
189-94/95	Mayor	MHDC/16th St. Neighborhood Revitalization Assoc.
190-94/95	Mayor	Chinatown Youth Center
191-94/95	Mayor	Latino Family Alcoholism Center
192-94/95	Mayor	Vietnamese Youth Development Center
193-94/95	Public Health	Haight Ashbury Free Medical Clinics, Inc.
194-94/95	Public Health	Coopers & Lybrand
195-94/95	Public Health	Shared Medical Systems Corp.
196-94/95	Public Health	Various - See List
197-94/95	Public Health	UCSF, Poison Control/Toxic Info. Center
198-94/95	Public Health	Acupuncture and Recovery Treatment Services, Inc.
199-94/95	Public Transportation	Booz Allen & Hamilton, Inc.
200-94/95	Public Utilities	JRP Historical Consulting Services

8/15/94

(4C)  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
201-94/95	Public Works	Anderson Debartolo and Pan, Inc.
202-94/95	Public Works	Procurement Services Associates
203-94/95	Public Works	Office Pavilion Contract, Inc.
204-94/95	Social Services	Family Service Agency of San Francisco
205-94/95	Social Services	Children's Council of San Francisco

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4D) Request for salary adjustments for employees assigned supervisory duties. (File No. 608-94-3)

Rec: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

(4E) Requests to appoint new employees at a salary step higher than normal. (File No. 609-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMEND</u>
1. Leticia Santana-Sazo Confidential Secretary (Class 1516)	City College	4	4
2. Bruce Kapsack Trial Attorney (Class 8176)	Police Commission	3	3

Rec: Adopt Human Resources Director's report.

8/15/94

(4F) Exceptions to the order of layoff for nursing classes.  
(File No. 632-94-2)

Rec: Adopt the Human Resources Director's report; approve use of exceptions to the order of layoff for clinical specialties in the nursing series of classes.

(4G) Appeal of the Human Resources Director's denial of a challenge to the ethnicity identification of Kevin J. Gonzalves, an eligible on the tentative eligible list for Battalion Chief (Class H40).  
(File No. 431-94-5)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Chief Gonzalves's attorney.

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Human Resources - Equal Employment Opportunity Unit.

July 18, 1994 Over to the meeting of August 15, 1994; refer to the Department of Human Resources - Equal Employment Opportunity Unit for further investigation and report.

Rec: Off calendar at the request of the Department of Human Resources, Equal Employment Opportunity Unit.

(4H) Proposed amendment to the Charter of the City and County of San Francisco forwarded by the Board of Supervisors for the Commission's comments. (File No. 617-94-1)

File 267-94-1 [Ballot Measure] Charter amendment (Second Draft) by amending Sections 3.538 and 3.698-3 thereof to transfer the function of administering the control and management of parking control officers from the Department of Parking and Traffic to the Chief of Police (Supervisor Maher)

Rec: Notify the Board of Supervisors that this proposed Charter amendment does not affect matters within the jurisdiction of the Civil Service Commission.

(5) REGULAR BUSINESS : 2:00 p.m.

(5A) Appeal by Eric Fenton of background rejection for Airport Police Services Aide (Class 9209). (File No. 430-94-4)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Mr. Fenton's attorney.

June 20, 1994: Over to the meeting of August 15, 1994 at the request of Airports Commission.

Rec: Adopt Human Resources Director's report; deny appeal of Eric Fenton; sustain the decision of the Chief of Airport Police.

(5B) Appeal by Local 790 of layoff of Jail Medical Technicians (Class 2517). (File No. 480-94-4)

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Public Health.

July 18, 1994 Over to the meeting of August 15, 1994 at the request of Department of Public Health.

Rec: Adopt Human Resources Director's report; deny appeal of Local 790. Authorize permanent appointment of laid off employees to positions as Licensed Vocational Nurse (Class 2313) and Health Worker III (Class 2587).

(5C) Appeal by Local 22, United Brotherhood of Carpenters and Joiners of America, of certain provisional appointments in the Bureau of Building Inspection, Department of Public Works. (File No. 522-94-5)

July 18, 1994: Over to the meeting of August 15, 1994 at the request of Local 22.

Rec: Adopt Human Resources Director's report; deny appeal of Local 22, United Brotherhood of Carpenters and Joiners of America.



(5D) Appeal by Dennis Williams of the Human Resources Director's denial of protest in the oral examination for Sheriff's Lieutenant (Class 8310). (File No. 541-94-4)

July 18, 1994: Over to the meeting of August 15, 1994 at the request of Mr. William's attorney; withhold one permanent requisition from certification pending resolution of Mr. William's appeal.

Rec: Adopt Human Resources Director's report; deny appeal of Dennis Williams of the Human Resources Director's denial of protest regarding the oral examination for Sheriff's Lieutenant (Class 8310).

(6) EMPLOYEE SEPARATIONS : 3:00 p.m.

As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the 3:00 p.m. Agenda during the Roll Call.

(6A) APPEAL OF AUTOMATIC RESIGNATION

Frank Donahue, Police Officer (Class Q2), Richmond Police Station, San Francisco Police Department.

Recommendation of the San Francisco Police Department:

Approve. Deny appeal. Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

(6B) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Tom K. Loi, Police Officer (Class Q-2), Police Academy, San Francisco Police Department.

Recommendation of the San Francisco Police Department:

Dismiss from the City and County service. Not to be employed again by the San Francisco Police Department.

8/15/94

(6C) RESIGNATION - SERVICES UNSATISFACTORY

Aria Glenn, Senior Clerk Typist (Class 1426), San Francisco Unified School District.

Recommendation of the San Francisco Unified School District:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

(6D) DISMISSAL OF PERMANENT EMPLOYEE

Allan Gallot, General Laborer (Class 7514), Public Transportation Commission.

Recommendation of the Public Transportation Commission:

Not to be employed again in any position covered by the civil service system of the City and County of San Francisco.

(7) COMMISSIONERS'S NEW BUSINESS AND REPORTS : 3:30 p.m.

(7A) COMMISSIONERS'S NEW BUSINESS

Commissioner Munson: Report from the Rules Revision Committee (over from the meeting of August 1, 1994).

(7B) HUMAN RESOURCES DIRECTOR'S REPORT

Status Report on number of classes.

(7C) EXECUTIVE OFFICER'S REPORT

(8)

REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 153 City Hall or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

(9)

ADJOURNMENT

NOTICE

TAPE-RECORDING OF CIVIL SERVICE COMMISSION MEETINGS

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission meetins are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 153 City Hall during normal business hours. Recordings will be retained for a minimum of ten (10) business days.

8/15/94





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## AGENDA

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

### REGULAR MEETING

OF

SEPTEMBER 19, 1994

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

SEP 15 1994

SAN FRANCISCO  
PUBLIC LIBRARY

### ORDER OF BUSINESS

#### Part I: 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

#### Part II: 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT

DOCUMENTS DEPT.

SEP 15 1994

SAN FRANCISCO  
PUBLIC LIBRARY





NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission Reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10c) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

## N O T I C E

### TAPE-RECORDING OF CIVIL SERVICE COMMISSION MEETINGS

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 153 City Hall during normal business hours. Recordings will be retained for a minimum of ten (10) business days.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - SEPTEMBER 19, 1994

P A R T I

ITEM NO.

- (1) CALL TO ORDER AND COMMISSION ROLL CALL
  
- (2) MINUTES
  - A. Regular Meeting of August 15, 1994.
  - B. Special Meeting of September 2, 1994.
  
- (3) ANNOUNCEMENTS
  - A. Announcement of changes on Part I agenda
  - B. Executive Session: September 19, 1994.
  - C. Other Announcements.

C O N S E N T   A G E N D A

(ITEMS 4A THROUGH 4L): 2 p.m.

- (4) All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

9/19/94

- (4A) Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting Laws. (File No. 441-94-5)

June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

July 18, 1994: Post for adoption at the meeting of August 1, 1994.

August 1, 1994: Over to the meeting of August 15, 1994 at the request of Commissioner Munson.

August 15, 1994: Over to the meeting of September 19, 1994 at the joint request of Commissioner Munson and the Transport Workers Union.

Rec: Adopt; forward to the Board of Supervisors for ratification in accordance with Charter Section 8.404.

- (4B) Review of requests for approval of proposed personal services contract 179-94/95. (File No. 623-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
179-94/95	Mayor	Alice Estill Miller
August 15, 1994:	Over to the meeting of September 19, 1994 at the request of Local 21.	

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

- (4C) Review of requests for approval of proposed personal services contracts. (File No. 688-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
206-94/95	Airport	Airport and Aviation Professionals, Inc
207-94/95	Airport	Chin and Hensolt, Incorporated

9/19/94



(cont.)  
(688-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
208-94/95	Airport	EPC Consultants, Incorporated
209-94/95	Airport	Geotechnical Consultants, Inc.
210-94/95	Airport	Joint Venture of Parsons Brinckerhoff Quade and Douglas, Inc. and Manna Consultants, Inc.
211-94/95	Airport	PSC Associates, Inc.
212-94/95	Airport	The Ralph M. Parsons Company
213-94/95	Airport	Stone & Webster/F.E. Jordan Joint Venture
214-94/95	Mayor's Office	California Community Dispute Services
215-94/95	Mayor's Office	Community Boards
216-94/95	Police	Dr. J. Victor Baldrige
217-94/95	Police	Law Enforcement Psychological Services, Inc.
218-94/95	Public Health	Physicians Clinical Laboratories
219-94/95	Public Health	DSA Medical Services, Inc.
220-94/95	Public Health	Polaris Research and Development
221-94/95	Public Health	Stephanie Hamilton-Oravetz
222-94/95	Public Transportation	To Be Determined

9/19/94

(cont.)  
(688-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
223-94/95	Public Utilities	EQE International, Inc.
224-94/95	Public Works	Pacific Coast Trane Service
225-94/95	Public Works	ProServ
226-94/95	Public Works	To Be Determined
227-94/95	Public Works	To Be Determined
228-94/95	Retirement	Carol Ayers
229-94/95	Retirement	Nonie Devens
230-94/95	Sheriff	W. Joseph Green
231-94/95	Social Services	Family Service Agency of San Francisco
232-94/95	Social Services	Family Service Agency
233-94/95	Social Services	International Institute
234-94/95	Superior Court	Mario Lopez, Jr.
235-94/95	Superior Court	National Center for State Courts
236-94/95	Superior Court	Susan Steinsapir
237-94/95	Superior Court	Whitmore, Johnson and Bolanos

Rec: Adopt Human Resources Director's report; notify the Offices of the Controller and the Purchaser.

(4D) Review of requests for approval of proposed personal services contracts. (File No. 703-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
238-94/95	Mayor's Office	Income Rights Project

Rec: Adopt Human Resources Director's report; notify the Offices of the Controller and the Purchaser.

9/19/94

- (4E) Status rights for Gail Hemenway in Class 1844 Senior Management Assistant, Office of the Treasurer/Tax Collector. (File No. 673-94-5)
- Rec: Grant permanent status to Gail Hemenway in Class 1844 Senior Management Assistant, Office of the Treasurer/Tax Collector effective August 30, 1994 and subject to satisfactory completion of the probationary period
- (4F) Proposed amendment to the Civil Service Commission Rules adding new Rule 12A - Employment in Class 8302 Deputy Sheriff I and 8304 Deputy Sheriff. (File No. 667-94-5)
- Rec: Adopt as amended.
- (4G) Request by the Human Resources Director to authorize Athena Steff to reinstate to a position in Class 1760 Offset Machine Operator following layoff. (File No. 681-94-5)
- Rec: Approve the request by Athena L. Steff; appoint Ms. Steff to a permanent 1760 Offset Machine Operator.
- (4H) Reemployment of retired City and County employees on a short term basis in positions requiring special skills or knowledge. (File No. 704-94-5)
- Rec: Adopt Human Resources Director's report.
- (4I) Request to issue Examination Announcement for Class 7372 Stationary Engineer, Sewage Plant on a Promotive Only basis. (File No. 706-94-5).
- Rec: Adopt staff report; approve request that Class 7372 Stationary Engineer, Sewage Plant be issued on a Promotive Only basis.
- (4J) Request for salary adjustments for employees assigned supervisory duties. (File No. 691-94-3).
- Rec: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

- (4K) Requests to appoint new employees at a salary step higher than normal. (File No. 690-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Wendell L. Walton Chief Assistant Assessor (Class 4282)	Assessor's Office	5	5
2. Lisa Feldstein Special Assistant VI (Class 1365)	Mayor's Office of Housing	3	3
3. Julie Murray Special Assistant IX (Class 1368)	Mayor's Office	2	2

- (4L) Resolution of Commendation for Emi Uyehara, Commissioner, upon her resignation.

Rec: Adopt.

## REGULAR BUSINESS

(ITEMS 5A THROUGH 5D)

- (5) A Roll Call will be held of the names of persons appearing on the Regular Basis Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Agenda during the Roll Call.

- (5A) Appeal by Local 22, United Brotherhood of Carpenters and Joiners of America, of certain provisional appointments in the Bureau of Building Inspection, Department of Public Works. (File No. 522-94-5)

July 18, 1994: Over to the meeting of August 15, 1994 at the request of Local 22.

August 15, 1994: Over to the meeting of September 19, 1994 at the request of the Department of Public Works.

Rec: Adopt Human Resources Director's report deny appeal of Local 22, United Brotherhood of Carpenters and Joiners of America.

9/19/94



- (5B) Appeal by Dennis Williams of the Human Resources Director's denial of protest in the oral examination for Sheriff's Lieutenant (Class 8310). (File No. 541-94-4)
- July 18, 1994: Over to the meeting of August 15, 1994 at the request of Mr. Williams's attorney; withhold one permanent requisition from certification pending resolution of Mr. Williams's appeal.
- August 15, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Williams's attorney.
- Rec: Adopt Human Resources Director's report; deny appeal of Dennis Williams.
- (5C) Monitoring report on the implementation of expanded certifications. Report Period: 5/16/94 - 8/15/94. (File No. 682-94-1)
- Rec: Approve Human Resources Director's report.
- (5D) Proposed amendment to the Civil Service Commission adding Rule 11C - Certification from Eligible List for Class 4260 Real Property Appraiser Trainee. (File No. 705-94-5).
- Rec: Post for adoption.

## PART II

### EMPLOYEE SEPARATIONS

(ITEMS 6A THROUGH 6K): 3 p.m.

- (6) As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the 3:00 p.m. Agenda during the Roll Call.



(6A) TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Sharon Green, Secretary II (Class 1446), Department of Public Health.

Rec: Over to the meeting of October 3, 1994 at the request of the Department of Human Resources.

(6B) APPEAL OF AUTOMATIC RESIGNATION

Frank Donahue, Police Officer (Class Q2), San Francisco Police Department.

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Donahue's attorney.

Recommendation of the San Francisco Police Department:

Approve. Deny appeal. Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one (1) year of work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

(6C) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Tom K. Loi, Police Officer (Class Q-2), San Francisco Police Department.

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Loi's attorney.

Rec: Over to the meeting of November 7, 1994 at the request of Mr. Loi's attorney.

(6D) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Erica L. Jensen, Firefighter (H2), San Francisco Fire Department.

Recommendation of the San Francisco Fire Department:

Dismiss from the City and County Service.

9/19/94

(6E) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Wayne Shaw, Gardener (Class 3417), Recreation and Park Department.

Rec: Over to the meeting of October 3, 1994 at the request of Recreation and Park Department.

(6F) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jonathan Pettey, Firefighter (H2), San Francisco Fire Department.

Recommendation of the San Francisco Fire Department:

Dismiss from the City and County Service.

(6G) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Shamin Shaikh, Clerk Typist (Class 1424), Department of Public Works.

Recommendation of the Department of Public Works:

Dismiss from the City and County service. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Works.

(6H) TERMINATION OF TEMPORARY CIVIL SERVICE APPOINTMENT

R. Ann Davis, Secretary I (Class 1444), Airport Commission.

Recommendation of the San Francisco Airports Commission:

Cancel any current examination and eligibility status in Class 1444 Secretary I. No future employment with the San Francisco Airports Commission.

(6I) DISMISSAL OF PERMANENT EMPLOYEE

Thomas Coleman, Recreation Director (Class 3284), Recreation and Park Department.

July 18, 1994: Over to the meeting of September 19, 1994  
at the request of Mr. Coleman's attorney.

Rec: Over to the meeting of October 3, 1994 at the request of the  
Recreation and Park Department.

(6J) DISMISSAL OF PERMANENT EMPLOYEE

William L. Young, General Laborer (Class 7514), Recreation and Park Department.

Rec: Over to the meeting of October 3, 1994 at the request of the  
Recreation and Park Department.

(6K) DISMISSAL OF PERMANENT EMPLOYEE

Ramon Gomez, Health Worker II (Class 2586), San Francisco General Hospital, Department of Public Health.

Recommendation of the Department of Public Health:

Dismiss from the City and County service. Cancel all current examination and eligibility status. No future employment in any position covered by the Civil Service system of the City and County of San Francisco.

COMMISSIONER'S NEW BUSINESS AND REPORTS

(7) (A) COMMISSIONERS'S NEW BUSINESS

(B) HUMAN RESOURCES DIRECTOR'S REPORT

1. Report on the Status of Proposition L (November 1993 Implementation).
2. Report on Provisional Appointments.
3. Report on the Number of Classifications in the Service.

9/19/94

(C) EXECUTIVE OFFICER'S REPORT

1. Status Report: Violence in the Work Place Policy.
2. Storage & Maintenance of Ninety-Four (94) Years of Civil Service Commission Minutes.

(8) REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 153 City Hall or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

(9) ADJOURNMENT









# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

## AGENDA

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

EMI UYEHARA  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

REGULAR MEETING

OF

OCTOBER 3, 1994

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

SEP 29 1994

SAN FRANCISCO  
PUBLIC LIBRARY

### ORDER OF BUSINESS

#### Part I: 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

#### Part II: 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. ADJOURNMENT



NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - OCTOBER 3, 1994

P A R T I

ITEM NO

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular meeting of September 19, 1994.

(3) ANNOUNCEMENTS

- A. Announcement of changes on Part I agenda.
- B. Other Announcements.

C O N S E N T   A G E N D A

(ITEMS 4A THROUGH 4F): 2 p.m.

(4) All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(4A) Review of requests for approval of proposed personal services contracts. (File No. 688-94-8)

September 19, 1994: Contract Number 228-94/95 and Contract Number 229-94/95 over to the meeting of October 3, 1994 at the request of Commissioner Kosturos. The Retirement Division is to prepare a summary report on these contracts.

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

10/3/94



**(4B) Review of requests for approval of proposed personal services contracts. (File No. 742-94-8)**

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
239-94/95	Airport	The Parry Company
240-94/95	Chief Administrative Officer	Science Applications International Corporation
241-94/95	Mayor	The United Way
242-94/95	Port	Duffey Company
243-94/95	Public Health	Instituto Familiar de la Raza
244-94/95	Public Health	Gay Asian Pacific Alliance Community HIV Project
245-94/95	Public Health	Haight-Ashbury Free Clinics, Inc.
246-94/95	Public Health	Deloitte and Touche
247-94/95	Public Health	Mission Neighborhood Health Center
248-94/95	Public Health	Northeast Medical Services
249-94/95	Public Health	South of Market Health Center
250-94/95	Public Health	UCSF, Department of OB/GYN and Reproductive Sciences
251-94/95	Public Health	Nurse Providers
252-94/95	Public Health	Crosby and Overton
253-94/95	Public Health	Dillard Environmental Services
254-94/95	Public Health	Greenfield Environmental

(cont.)  
(4B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
255-94/95	Public Health	Laidlaw Environmental Services
256-94/95	Public Transportation	Tamara Cagney
257-94/95	Public Transportation	Merrill and Associates
258-94/95	Public Transportation	Merrill and Associates
259-94/95	Public Utilities	San Francisco Conservation Corps/California East Bay Conservation Corps
260-94/95	Public Works	California Computer Options

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4C) Review of requests for approval of proposed personal services contracts. (File No. 765-95-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
261-94/95	Public Transportation	Geoff Ball and Associates
262-94/95	Public Transportation	Frye Claims Consultation and Administration
263-94/95	Public Transportation	Brogoitti Claims Service
264-94/95	Public Transportation	Koning and Associates

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

- (4D) Requests to appoint new employees at a salary step higher than normal. (File No. 753-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Gregory A. Schmunk Forensic Pathologist (Class 2582)	Medical Examiner	5	5
2. James Bowen Special Assistant XIII (Class 1372)	Public Utilities Commission	4	4
3. Leo Morales M.D. Sr. Physician Specialist (Class 2232)	Public Health	3	3
4. Richard Piket Portfolio Manager (Class 4332)	Retirement	5	5

Rec: Adopt Human Resources Director's report.

- (4E) Request to issue Examination Announcements for Classes 7341 Stationary Engineer, Water treatment Plant, 7343 Senior Stationary Engineer, Water Treatment Plant and 7245 Chief Stationary Engineer, Water Treatment Plant on a Promotive Only basis. (File No. 747-94-4)

Rec: Adopt staff report; approve request that Classes 7341 Stationary Engineer, Water Treatment Plant, 7343 Senior Stationary Engineer, Water Treatment Plant and 7245 Chief Stationary Engineer, Water Treatment Plant be issued on a Promotive Only basis.

- (4F) Requests to hold an examination for Class 9258 Assistant Deputy Director, Business and Finance for two qualified applicants. (File No. 766-94-4)

Rec: Adopt Human Resources Director's report; approve request to hold an examination for Class 9258 Assistant Deputy Director, for two qualified applicants.



## REGULAR BUSINESS

(ITEMS 5A THROUGH 5B)

- (5) A Roll Call will be held of the names of persons appearing on the Regular Business Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Agenda during the Roll Call.
- (5A) Appeal by Jeff Edwards of the decision of the Human Resources Director to dismiss Mr. Edward's charge of discrimination on the basis of insufficient evidence. (File No. 730-94-6)
- Rec: Sustain the decision of the Human Resources Director; deny Mr. Edward's appeal.
- (5B) Charter amendment (First Draft) to repeal the 1932 Charter and to enact a new Charter (Supervisor Kaufman/Board of Supervisors File No. 281-94-1). (CSC File No. 674-94-1)
- Rec: Notify the Board of Supervisors that the proposed Charter amendment to repeal the 1932 Charter and enact a new Charter does not appear to affect those matters currently under the jurisdiction of the Civil Service Commission as established by Proposition L (November 1993).

## P A R T II

## EMPLOYEE SEPARATIONS

(ITEMS 6A THROUGH 6G): 3 p.m.

- (6) As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the 3:00 p.m. Agenda during the Roll Call.

10/3/94

**(6A) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT**

Jonathan Pettey, Firefighter (H2), San Francisco Fire Department

September 19, 1994: Over to the meeting of October 3, 1994 at the request of Mr. Pettey's attorney.

Over to the meeting of November 7, 1994 at the request of Mr. Pettey's attorney.

**(6B) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT**

Wayne Shaw, Gardener, (Class 3417), Recreation and Park Department.

September 19, 1994 Over to the meeting of October 3, 1994 at the request of the Recreation and Park Department.

Recommendaton of the Recreation and Park Department:

Dismiss from the City and County Service. No future employment with the City and County of San Francisco.

**(6C) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT**

Roderick T. Skinner, Deputy Sheriff (Class 8304), Sheriff Department.

Recommendation of the Sheriff Department:

Dismiss from the City and County Service.

**(6D) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT**

Sheila Scanlan, General Laborer (Class 7514), Department of Public Works.

Recommendation of the Department of Public Works:

Dismiss from the City and County Service. No future employment with the Department of Public Works. Return name to the eligible list from which appointed to this position.

10/3/94



**(6E) DISMISSAL OF PERMANENT EMPLOYEE**

William L. Young, General Laborer (Class 7514), Recreation and Park Department.

September 19, 1994: Over to the meeting of October 3, 1994 at the request of the Recreation and Park Department.

Recommendation of the Recreation and Park Department:

No restrictions on future employability.

**(6F) DISMISSAL OF PERMANENT EMPLOYEE**

Ramon Gomez, Health Worker II (Class 2586), San Francisco General Hospital, Department of Public Health.

September 19, 1994: Over to the meeting of October 3, 1994 due to an error on notifying the appellant.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. No future employment in any position covered by the Civil Service system of the City and County of San Francisco.

**(6G) DISMISSAL OF PERMANENT EMPLOYEE**

Thomas Coleman, Recreation Director (Class 3284), Recreation and Park Department.

July 18, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Coleman's attorney.

September 19, 1994: Over to the meeting of October 3, 1994 at the request of the Recreation and Park Department.

Rec: Over to the meeting of October 17, 1994 at the request of Mr. Coleman's attorney.

## COMMISSIONER'S NEW BUSINESS AND REPORTS

(7) (A) COMMISSIONER'S NEW BUSINESS

(B) HUMAN RESOURCES DIRECTOR'S REPORT

(C) EXECUTIVE OFFICER'S REPORT

(8) REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 153 City Hall or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

(9) ADJOURNMENT



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

ADRIENNE PON  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

A G E

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

REGULAR MEETING

OF

OCTOBER 17, 1994

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

OCT 14 1994

SAN FRANCISCO  
PUBLIC LIBRARY

## ORDER OF BUSINESS

### Part I: 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. SPECIAL ORDER OF BUSINESS
5. CONSENT AGENDA
6. REGULAR BUSINESS

### Part II: 3:00 p.m.

7. EMPLOYEE SEPARATIONS
8. COMMISSIONERS'S NEW BUSINESS AND REPORTS
9. REQUESTS TO SPEAK
10. ADJOURNMENT





NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - OCTOBER 17, 1994

P A R T I

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of October 3, 1994.

(3) ANNOUNCEMENTS

- A. Announcement of changes to the Part I Agenda.
- B. Executive Session: October 17, 1994.
- C. Other Announcements.

(4) SPECIAL ORDER OF BUSINESS

Transfer of the Civil Service Commission Minutes for Calendar Years 1900 through 1988 to the San Francisco Public Library.  
(File No. 808-94-1)

Rec: Authorize the Executive Officer to:

- 1. transfer the Minutes of Civil Service Commission proceedings from Calendar Years 1900 through 1988 to the San Francisco Public Library for permanent retention and maintenance.
- 2. maintain the Civil Service Commission Minutes for the past five (5) years in the Commission Office.

3. establish a future schedule for and to transfer the Civil Service Commission Minutes for Calendar Years greater than five (5) years.
4. transfer to the San Francisco Public Library other documents no longer of use to the Civil Service Commission but of historical interest to the San Francisco Public Library, e.g., Commission annual reports; register of eligibles; salary surveys; employee handbooks; Commission agenda; etc. The Executive Officer will itemize and report any transfers to the Commission and keep a record of such transfers.

## CONSENT AGENDA

(ITEMS 5A THROUGH 5C): 2 p.m.

(5) All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(5A) Requests to appoint new employee at a salary step higher than normal. (File No. 753-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Gregory A. Schmunk Forensic Pathologist (Class 2582)	Medical Examiner	5	5

October 3, 1994

Over to the meeting of October 17, 1994 at the request of Commission Rios.

Rec: Adopt Human Resources Director's report.

(5B) Review of requests for approval of proposed personal services contracts. (File No. 809-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
265-94/95	Airport	To Be Determined
266-94/95	Aiport	Zeev Gourarier
267-94/95	Art	James Carpenter
268-94/95	Chief Administrative Officer	Hilton, Frankopf and Hobson
269-94/95	Community College	Cindy Tsai
270-94/95	Community College	Mark Holman
271-94/95	Controller	Melvin Cannon, Inc.
272-94/95	Controller	GW Consulting
273-94/95	Controller	TEMCO, Inc.
274-94/95	Controller	AKIRE Corporation
275-94/95	Permit Appeals	Doris Levine
276-94/95	Police	Donald L. Morelli CPE
277-94/95	Public Library	Friends of the San Francisco Public Library
278-94/95	Public Library	Friends of the San Francisco Public Library
279-94/95	Public Health	Bernd Kutzscher, M.D.
280-94/95	Public Health	Industrial Emergency Council
281-94/95	Public Transportation	To Be Determined
282-94/95	Public Transportation	Midwest Bus Rebuilders
283-94/95	Public Works	Dr. David Jenkins



(cont.)  
(809-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
284-94/95	Public Works	Thomas J. Pehrson, Urban Forestry Consultants
285-94/95	Social Services	The Family School
286-94/95	Social Services	San Francisco Educational Services

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(5C) Request for salary adjustments for employees assigned supervisory duties. (File No.820-94-3)

Rec: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

## REGULAR BUSINESS

(ITEMS 6A THROUGH 6D)

(6) A Roll Call will be held of the names of persons appearing on the Regular Business Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the Agenda during the Roll Call.

(6A) Charter amendment (First Draft) to repeal the 1932 Charter and to enact a new Charter (Supervisor Kaufman/Board of Supervisors File No. 281-94-1). (CSC File No. 674-94-1)

October 3, 1994                      Over to the meeting of October 17, 1994 at the request of Commissioner Munson.

Rec: Notify the Board of Supervisors that the proposed Charter amendment to repeal the 1932 Charter and enact a new Charter does not appear to affect those matters currently under the jurisdiction of the Civil Service Commission as established by Proposition L (November 1993).



(6B) Appeal by Dennis Williams of the Human Resources Director's denial of protest in the oral examination for Sheriff's Lieutenant (Class 8310). (File No. 541-94-4)

July 18, 1994: Over to the meeting of August 15, 1994 at the request of Mr. Williams's attorney; withhold one permanent requisition from certification pending resolution of Mr. Williams's appeal.

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Williams's attorney.

September 19, 1994: Over to the meeting of October 17, 1994 at the request of Mr. Williams's attorney.

Rec: Adopt Human Resources Director's report; deny appeal of Dennis Williams; sustain the decision of the Human Resources Director.

(6C) Appeal by Neil Broome of the Human Resources Director's denial of protest in the oral/performance examination for Class 2920 Medical Social Worker. (File No. 583-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Neil Broome; sustain the decision of the Human Resources Director.

(6D) Appeal by Laurence Kornfield of the Human Resources Director's denial of protest of the terms of the examination announcement for Class 5184 Superintendent, Building Inspection and Property Conservation. (File No. 821-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Laurence Kornfield; sustain the decision of the Human Resources Director.

## P A R T II

### EMPLOYEE SEPARATIONS

(ITEMS 7A THROUGH 7D): 3 p.m.

- (7) As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the 3:00 p.m. Agenda during the Roll Call.

(7A) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Wayne Shaw, Gardener (Class 3417), Recreation and Park Department..

September 19, 1994: Over to the meeting of October 3, 1994 at the request of Recreation and Park Department.

October 3, 1994: Over to the meeting of October 17, 1994 at the request of Local 261.

Recommendation of the Recreation and Park Department:

Dismiss from the City and County Service. No future employment with the City and County of San Francisco.

(7B) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Shamin Shaikh, Clerk Typist (Class 1424), Department of Public Works.

September 19, 1994: Off calendar at the request of Ms. Shaikh's attorney.

Recommendation of the Department of Public Works:

Dismiss from the City and County service. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Works.

(7C) TERMINATION OF TEMPORARY CIVIL SERVICE APPOINTMENT

R. Ann Davis, Secretary I (Class 1444), Airport Commission.

September 19, 1994: Over to the meeting of October 17, 1994 at the request of Ms. Davis's attorney.

Recommendation of the San Francisco Airports Commission:

Cancel all current examination and eligibility status in Class 1444 Secretary I. No future employment with the San Francisco Airports Commission.

(7D) DISMISSAL OF PERMANENT EMPLOYEE

Thomas Coleman, Recreation Director (Class 3284), Recreation and Park Department.

July 18, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Coleman's attorney.

September 19, 1994: Over to the meeting of October 3, 1994 at the request of the Recreation and Park Department.

October 3, 1994: Over to the meeting of October 17, 1994 at the request of Mr. Coleman's attorney.

Recommendation of the Department of Recreation and Park:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two year's work experience outside the City and County service and successful completion of a substance abuse rehabilitation program.

COMMISSIONERS'S NEW BUSINESS AND REPORTS

(8) (A) COMMISSIONERS'S NEW BUSINESS

(B) HUMAN RESOURCES DIRECTOR'S REPORT

(C) EXECUTIVE OFFICER'S REPORT

(9) REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 153 City Hall or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

(10) ADJOURNMENT

TAPE - RECORDING OF CIVIL SERVICE COMMISSION MEETING

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 153 City Hall during normal business hours. Recordings will be retained for a minimum of ten (10) business days.





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## AGENDA

REGULAR MEETING

OF

NOVEMBER 7, 1994

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

ROOM 282, SECOND FLOOR, CITY HALL

### ORDER OF BUSINESS

Part I: 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

Part II: 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. SPECIAL ORDER OF BUSINESS
10. ADJOURNMENT

DOCUMENTS DEPT.  
NOV 3 1994  
SAN FRANCISCO  
PUBLIC LIBRARY

194  
JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

ADRIENNE PON  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER





NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

## NOTICE

### TAPE-RECORDING OF CIVIL SERVICE COMMISSION MEETINGS

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 153 City Hall during normal business hours. Recordings will be retained for a minimum of ten (10) business days.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - NOVEMBER 7, 1994

P A R T I

2 P.M.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular meeting of October 17, 1994.

(3) ANNOUNCEMENTS

- A. Announcement of changes to Part I agenda.
- B. Other Announcements.

(4) CONSENT AGENDA

(ITEMS 4A THROUGH 4F)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

(4A) Proposed Civil Service Commission Policy on Executive Sessions (closed meetings). (File No. 897-94-1)

Rec: Adopt.

- (4B) Review of requests for approval of proposed personal services contracts. (File No. 809-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
269-94/95	Community College	Cindy Tsai
270-94/95	Community College	Mark Holman

October 17, 1994: Over to the meeting of November 7, 1994 by Commission action. The Commission requests that a representative of the San Francisco Community College District be present to respond to the Commission's questions.

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

- (4C) Review of request for approval of proposed personal services contract. (File No. 623-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
179-94/95	Mayor	Alice Estill Miller

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Local 21.

September 1, 1994 Off calendar at the request of the Mayor's Office.

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

- (4D) Review of requests for approval of proposed personal services contracts. (File No. 872-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
287-94/95	Art	Helene Fried
288-94/95	Art	James Carpenter Design Associates
289-94/95	Chief Administrative Officer	To Be Determined
290-94/95	Community College	Keith Smith



(cont.)  
(4D)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
291-94/84	Community College	Carol Brendlinger
292-94/95	Electricity and Telecommunications	to Be Determined
293-94/95	Mayor	San Francisco League of Urban Gardeners
294-94/95	Police	NEC Technologies
295-94/95	Public Health	Gladstone Institute of Virology and Immunology
296-94/95	Public Health	Bay Area Medical Transcriptions
297-94/95	Public Health	Transcription Stat, Inc.
298-94/95	Public Health	California Public Health Foundation
299-94/95	Public Health	Glide Memorial United Methodist Church
300-94/95	Public Health	The Studios of David Innocencio/Minette Siegel
301-94/95	Public Health	Carolyn Harvey, D.P.M.
302-94/95	Public Health	UCSF
303-94/95	Public Health	John Day of the Berkeley Free Clinic
304-94/95	Public Health	Bay Area Youth Positives
305-94/95	Public Health	Mission Neighborhood Health Center
306-94/95	Public Health	San Francisco Food Bank
307-94/95	Public Utilities	Trihey and Associates
308-94/95	Public Works	Xerox

(cont.)  
(4D)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
309-94/95	Public Works	Wang
310-94/95	Public Works	NCR
311-94/95	Public Works	Systems Concepts
312-94/95	Public Works	To Be Determined
313-94/95	Public Works	To Be Determined
314-94/95	Public Works	Bekins (Minolta)
315-94/95	Public Works	Bell and Howell
316-94/95	Public Works	Eastman Kodak Co.
317-94/95	Public Works	Dr. Daniel Shapiro
318-94/95	Public Works	Dr. I.M. Idriss
319-94/95	Public Works	Mr. Maurice Power
320-94/95	Public Works	Uribe and Associates
321-94/95	Public Works	Montgomery Watson
322-94/95	Mayor	Firefighters in the Schools

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4E) Request to appoint new employees at a salary step higher than normal. (File No. 878-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Merlin Zimmerly Assistant Chief Family Support Investigator (Class 8160)	District Attorney	5	5
2. Lisa Stephenson Special Assistant VIII (Class 1367)	Parking and Traffic	5	5

(cont.)  
(4E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
3. Frederick D. White Director, Tenant and Maritime Services (Class 9384)	Port	4	4
4. Garrett M. Dowd Senior Real Property Officer (Class 4142)	Water Department	3	3
5. David Dietz Special Assistant XIII (Class 1372)	Airport	3	3
6. Sonia Melara Executive Director (Class 2999)	Commission on Status of Women	3	3
7. Doug Price-Hanson, M.D. Senior Physician Specialist (Class 2232)	Department of Public Health	5	5
8. David German Reproduction and Mail Manager (Class 1779)	Purchasing	5	5

Rec: Adopt Human Resources Director's report.

(4F) Termination of entrance probationary appointment of Thomas K. Loi, Police Officer, (Class Q2), San Francisco Police Department.  
(File No. 899-94-4)

August 15, 1994: Over to the meeting of September 19, 1994  
at the request of Mr. Loi's attorney.

September 19, 1994: Over to the meeting of November 7, 1994 at  
the request of Mr. Loi's attorney.

Rec: Over to the meeting of November 21, 1994 at the request of  
Mr. Loi's attorney.

(5)

## REGULAR BUSINESS

(ITEMS 5A THROUGH 5C)

A Roll Call will be held of the names of persons appearing on the Regular Business Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance.

- (5A) Appeal by Laurence Kornfield of the Human Resources Director's denial of protest of the terms of the examination announcement for Class 5184 Superintendent, Building and Inspection and Property Conservation. (File No. 821-94-4)

October 17, 1994: Over to the meeting of November 7, 1994 at Mr. Kornfield's request.

Rec: Adopt Human Resources Director's report; deny appeal of Laurence Kornfield; sustain the decision of the Human Resources Director.

- (5B) From the Civil Service Commission Rules Revision Committee: (File No. 904-94-5)

1. Proposed Civil Service Commission Procedures for Review of Personal Services Contracts. (905-94-5)

Rec: Circulate for comments; calendar for adoption at the meeting of November 21, 1994.

2. Proposed amendment to the Civil Service Commission Rules adding new Rule 11A - Certification of Eligibles for Classes represented by Local 21 - IFPTE. (File No. 906-94-5)

Rec: Post for adoption at the meeting of November 21, 1994.

3. Proposed amendment to the Civil Service Commission Rules adding new Rule 11C - Certification of Eligibles for Classes represented by SEIU. (File No. 908-94-5)

Rec: Post for adoption at the meeting of November 21, 1994.



(5C) Appeal by George Dugan of the Human Resources Director's denial of protest in the performance examination for Class 7246 Sewer Repair Supervisor II. (File No. 870-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of George Dugan; sustain the decision of the Human Resources Director.

## P A R T II

3 P.M.

### (6) EMPLOYEE SEPARATIONS

(ITEMS 6A THROUGH 6E)

As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the 3:00 p.m. Agenda during the Roll Call.

### (6A) SPECIAL ORDER OF BUSINESS - TO BE HEARD AT APPROXIMATELY 3 P.M.

#### APPEAL OF AUTOMATIC RESIGNATION

Frank Donahue, Police Officer (Class Q2), San Francisco Police Department.

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Donahue's attorney.

September 19, 1994: Over to the meeting of November 7, 1994 at the request of Mr. Donahue's attorney. No further continuances will be approved.

Recommendation of the San Francisco Police Department:

Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after completion of one year of satisfactory work experience outside the City and County Service. Not to be employed again by the San Francisco Police Department.

(6B) SPECIAL ORDER OF BUSINESS - TO BE HEARD AT APPROXIMATELY 3:30 P.M.

RESIGNATION - SERVICES UNSATISFACTORY

Preston Gilmore, Child Welfare Worker (Class 2940), Department of Social Services.

Recommendation of the Department of Social Services:

Accept the resignation as certified. Approve. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

(6C) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Robert A. Matli, Pharmacist (Class 2450), San Francisco General Hospital, Department of Public Health.

Recommendation of the Department of Public Health:

Dismiss from the Service. Future employment subject to review and approval of the Human Resources Director after completion of one year of satisfactory work experience outside the City and County Service.

(6D) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sheila Scanlan, General Laborer (Class 7514), Department of Public Works.

October 3, 1994: Over to the meeting of November 7, 1994 at the request of Ms. Scanlan.

Recommendation of the Department of Public Works:

Return name to the eligible list. Not to be employed again with the Department of Public Works.

(6E) DISMISSAL OF PERMANENT EMPLOYEE

Ramon Gomez, Health Worker II (Class 2586), San Francisco General Hospital, Department of Public Health.

September 19, 1994: Over to the meeting of October 3, 1994.

October 3, 1994: Over to the meeting of November 7, 1994 at the request of Local 790.

(6E)

(cont.) Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

(7)

## COMMISSIONER'S NEW BUSINESS AND REPORTS

(7A) COMMISSIONER'S NEW BUSINESS

(7B) HUMAN RESOURCES DIRECTOR'S REPORT

(7C) EXECUTIVE OFFICER'S REPORT

(8)

## REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 153 City Hall or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.



(9)

## SPECIAL ORDER OF BUSINESS

(9A) SPECIAL ORDER OF BUSINESS NUMBER ONE - TO BE HEARD FOLLOWING  
CONCLUSION OF OTHER BUSINESS.

Appeal of the Human Resources Director's denial of a challenge to the ethnicity identification of Kevin J. Gonzalves, an eligible on the tentative eligible list for Battalion Chief (Class H40). (File No. 431-94-5)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Chief Gonzalves's attorney.

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Human Resources Equal Employment Opportunity Unit.

July 18, 1994: Over to the meeting of August 15, 1994; refer to the Department of Human Resources Equal Employment Opportunity Unit, for further investigation and report.

August 15, 1994: Off calendar at the request of the Department of Human Resources Equal Employment Opportunity Unit.

Rec: Over to the meeting of December 5, 1994 at the request of the appellants's attorney.

(9B) SPECIAL ORDER OF BUSINESS NUMBER TWO - WILL NOT BE HEARD BEFORE  
5 P.M.

Appeal by various participants of the Human Resources Director's denial of protests in the oral examinations for Class 2913 Program Specialist and Class 2915 Program Specialist Supervisor. (File No. 898-94-4)

Rec: Adopt Human Resources Director's report; deny appeals; sustain the decision of the Human Resources Director.

(10)

## ADJOURNMENT





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## AGEND

REGULAR MEETI

OF

NOVEMBER 21, 1994

ROOM 282, SECOND FLOOR, CITY HALL

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

JUAN RIOS  
PRESIDENT

KAREN CLOPTON  
VICE PRESIDENT

GEORGE KOSTUROS  
COMMISSIONER

A. LEE MUNSON  
COMMISSIONER

ADRIENNE PON  
COMMISSIONER

ALBERT C. WALKER  
EXECUTIVE OFFICER

### ORDER OF BUSINESS

#### Part I: 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

#### Part II: 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. COMMISSIONERS'S NEW BUSINESS AND REPORTS
8. REQUESTS TO SPEAK
9. SPECIAL ORDER OF BUSINESS
10. ADJOURNMENT

DOCUMENTS DEPT.

NOV 17 1994

SAN FRANCISCO  
PUBLIC LIBRARY





NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47, and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

## N O T I C E

### TAPE-RECORDING OF CIVIL SERVICE COMMISSION MEETINGS

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 153 City Hall during normal business hours. Recordings will be retained for a minimum of ten (10) business days.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - NOVEMBER 21, 1994

P A R T I

2 P. M.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of November 7, 1994.

(3) ANNOUNCEMENTS

- A. Announcement of changes to Part I agenda.
- B. Executive Session: November 21, 1994.
- C. Other Announcements.

(4) CONSENT AGENDA

(Items 4A THROUGH 4F)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.



- (4A) Review of requests for approval of proposed personal services contracts. (File No. 872-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
289-94/95	Chief Administrative Officer	To Be Determined
292-94/95	Electricity and Telecommunications	to Be Determined
November 7, 1994:	Contracts 289-94/95 and 292-94/95 over to the meeting of November 21, 1994.	

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

- (4B) Review of requests for approval of proposed personal services contracts. (File No. 917-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
323-94/95	Art Commission	Norie Sato and William Jackson Maxwell (a joint venture)
324-94/95	Art Commission	Albert Paley
325-94/95	Art Commission	Roger Berry
326-94/95	Chief Administrative Officer	Environmental Careers Organization
327-94/95	City Planning	Crain and Associates, Inc.
328-94/95	S.F. Community College District	To Be Determined
329-94/95	Convention Facilities	Vanessa G. Young
330-94/95	Mayor	Young Performers Theatre
331-94/95	Public Health	Haight Ashbury Free Clinics, Inc.
332-94/95	Public Health	The ACCESS Group, Ltd.
333-94/95	Public Library	San Francisco Community Television Corporation



(4B)

(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
334-94/95	Public Utilities Commission	Sean Berry
335-94/95	Public Utilities Commission	Moore Brothers Scavenger Company
336-94/95	Public Works	Dipak Patel, KPA Consulting Engineers
337-94/95	Social Services	Travelers Aid of San Francisco

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4C)

Request to appoint new employees at a salary step higher than normal. (File No. 935-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Therese Powell Assistant to the Director (Class 9254)	Airport	5	5
2. Charles Henry Assistant General Service Manager (Class 2785)	Public Health	5	5

Rec: Adopt Human Resources Director's report.

(4D)

Report on the provisional appointment in the City work force. (File No. 949-94-5)

Rec: Accept Human Resources Director's report.

(4E)

Future employability of Donny Easterling, Coroner's Investigator, (Class 2580), Medical Examiner's Office. (File No. 950-94-5)

Rec: Adopt Human Resources Director's report; approve the Settlement Agreement.

(4F) Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting Laws. (File No. 441-94-5)

June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

July 18, 1994: Post for adoption at the meeting of August 1, 1994.

August 1, 1994: Over to the meeting of August 15, 1994 at the request of Commissioner Munson.

August 15, 1994: Over to the meeting of September 19, 1994 at the joint request of Commissioner Munson and the Transport Workers Union.

September 19, 1994: Over to the meeting of November 21, 1994 at the request of the Transport Workers Union.

Rec: Over to the meeting of December 5, 1994 at the request of the Transport Workers Union.

(5)

## REGULAR BUSINESS

(ITEMS 5A THROUGH 5C)

A Roll Call will be held of the names of persons appearing on the Regular Business Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance.

(5A)

Appeal by Laurence Kornfield of the Human Resources Director's denial of protest of the terms of the examination announcement for Class 5184 Superintendent, Building and Inspection and Property Conservation. (File No. 821-94-4)

October 17, 1994: Over to the meeting of November 7, 1994 at Mr. Kornfield's request.

November 7, 1994: Over to the meeting of November 21, 1994 at Mr. Kornfield's request.

Rec: Adopt Human Resources Director's report; deny appeal of Laurence Kornfield; sustain the decision of the Human Resources Director.

(5B)

From the Civil Service Commission Rules Revision Committee:  
(File No. 904-94-5)

1. Proposed Civil Service Commission Procedures for Review of Personal Services Contracts. (905-94-5)

November 7, 1994: Circulate for comments; calendar for adoption at the meeting of November 21, 1994.

Rec: Adopt.

2. Proposed amendment to the Civil Service Commission Rules adding new Rule 11A - Certification of Eligibles for Classes represented by Local 21 - IFPTE. (File No. 906-94-5)

November 7, 1994: Post for adoption at the meeting of November 21, 1994.

Rec: Adopt.

(5B)

(cont.)

3. Proposed amendment to the Civil Service Commission Rules adding new Rule 11C - Certification of Eligibles for Classes represented by SEIU. (File No. 908-94-5)

November 7, 1994: Post for adoption at the meeting of  
November 21, 1994.

Rec: Adopt.

(5C)

Appeal by Veronica B. Thomas of the decision of the Human Resources Director's denial of protest in the oral examination for Environmental Health Inspector - Toxics, Health and Safety Services (Class 6120). (File No. 506-94-4)

Rec: Adopt Human Resources Director's report; deny appeal of Veronica B. Thomas; sustain the decision of the Human Resources Director.



## P A R T II

3 P.M.

### (6) EMPLOYEE SEPARATIONS

(ITEMS 6A THROUGH 6E)

As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the 3:00 p.m. Agenda during the Roll Call.

### (6A) SPECIAL ORDER OF BUSINESS - TO BE HEARD AT APPROXIMATELY 3 P.M.

#### APPEAL OF AUTOMATIC RESIGNATION

Frank Donahue, Police Officer (Class Q2), San Francisco Police Department.

August 15, 1994: Over to the meeting of September 19, 1994 at the request of Mr. Donahue's attorney.

September 19, 1994: Over to the meeting of November 7, 1994 at the request of Mr. Donahue's attorney. No further continuances will be approved.

November 7, 1994: Over to the meeting of November 21, 1994 at the request of the City Attorney.

#### Recommendation of the San Francisco Police Department:

Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after completion of one year of satisfactory work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

(6B) TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Thomas K. Loi, Police Officer (Class Q2), San Francisco Police Department.

Recommendation of the San Francisco Police Department:

Dismiss from the City and County Service. Not to be employed again by the San Francisco Police Department.

(6C) TERMINATION TEMPORARY CIVIL SERVICE APPOINTMENT

John Flentoil, Transit Operator (Class 9163), San Francisco Municipal Railway, Public Utilities Commission.

Recommendation of the Public Utilities Commission:

Dismiss from the City and County Service. Future employment subject to review and approval of the Human Resources Director after completion of one year of satisfactory work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

(6D) DISMISSAL OF PERMANENT EMPLOYEE

Joseph L. Weatherman, Sergeant (Class Q-50), San Francisco Police Department.

Recommendation of the San Francisco Police Department:

Not to be employed again by the San Francisco Police Department.

(6E) DISMISSAL OF PERMANENT EMPLOYEE

E. Brian Normandy, Police Officer (Class Q-2), San Francisco Police Department.

Recommendation of the San Francisco Police Department:

Not to be employed again by the San Francisco Police Department.

(7) COMMISSIONER'S NEW BUSINESS AND REPORTS

(7A) COMMISSIONER'S NEW BUSINESS

(7B) HUMAN RESOURCES DIRECTOR'S REPORT

Informational Report to the Civil Service Commission regarding the number of classifications in the Service.  
(File No. 934-94-2)

(7C) EXECUTIVE OFFICER'S REPORT

(8) REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 153 City Hall or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m, Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

(9) ADJOURNMENT







# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## AGENDA

REGULAR MEETING

OF

DECEMBER 5, 1994

ROOM 282, SECOND FLOOR, CITY HALL

PUBLIC LIBRARY  
CIVIC CENTER BRANCH  
DOCUMENTS SECTION  
1 CAL (57) BOX 41

### ORDER OF BUSINESS

#### Part I: 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

#### Part II: 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. SPECIAL ORDER OF BUSINESS (3:30 p.m.)
8. COMMISSIONERS'S NEW BUSINESS AND REPORTS
9. REQUESTS TO SPEAK
10. ADJOURNMENT

DOCUMENTS DEPT.

DEC 1 1994

SAN FRANCISCO  
PUBLIC LIBRARY



NOTICE OF COMMISSION HEARING PROCEDURES

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or City and County Departmental staff. These reports are available for inspection in the Office of the Executive Officer, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. Call 554-4747 to determine the availability of reports to the Commission. If practicable, copies of Commission reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cent (10¢) per page reproduction fee.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Executive Officer in Room 153 City Hall no later than 5 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, Tuesday). An original and nine (9) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

A request for a continuance (a delay to another meeting) may be directed to the Executive Officer prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Commission will consider a request for a continuance that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the Commission President at the beginning of each section of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: If a matter is severed from the Consent Agenda, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. No other person shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by the department for a maximum time limit of ten (10) minutes unless extended by the Commission.

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by the employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.



# INFORMATION ON DISABILITY ACCESS

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.



City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center; 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving City Hall are the Numbers 5, 21, 47; and 49. The wheelchair accessible MUNI line is the Number 42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.



There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:



For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civic Service Commission Executive Officer's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

## N O T I C E

### TAPE-RECORDING OF CIVIL SERVICE COMMISSION MEETINGS

As provided in the San Francisco Sunshine Ordinance, Civil Service Commission meetings are tape-recorded. These tape recordings are available for public review starting on the day after the Commission meeting in Room 153 City Hall during normal business hours. Recordings will be retained for a minimum of ten (10) business days.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.



CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - DECEMBER 5, 1994

P A R T I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of November 21, 1994.

(3) ANNOUNCEMENTS

A. Announcement of changes to Part I agenda.

B. Other Announcements.

(4) CONSENT CALENDAR

(Items 4A through 4J)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

- (4A) Review of requests for approval of proposed personal services contracts. (File No. 872-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
289-94/95	Chief Administrative Officer	To Be Determined
292-94/95	Electricity and Telecommunications	to Be Determined

(4A)

(cont.) November 7, 1994: Contracts 289-94/95 and 292-94/95 over to the meeting of November 21, 1994.

November 21, 1994: Contract 289-94/95 over to the meeting of December 5, 1994 at the request of the Chief Administrative Officer and Contract 292-94/95 over to the meeting of December 5, 1994 by Commission action.

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4B) Review of requests for approval of proposed personal services contracts. (File No. 917-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
327-94/95	City Planning	Crain and Associates, Inc.

November 21, 1994: Contract 327-94/95 over to the meeting of December 5, 1994 at the request of the Department of City Planning.

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

(4C) Review of requests for approval of proposed personal services contracts. (File No. 980-94-8)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
338-94/95	Chief Administrative Officer	Newmark Realty Capital
339-94/95	Chief Administrative Officer	To Be Determined
340-94/95	Controller	ABR Consulting Group, Inc.
341-94/95	Public Health	Asereth Medical Services; Great Relief; or Nor-Cal Medical Temps
342-94/95	Public Health	Regents of the University of California/AIDS Health Project

(4C) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	343-94/95	Public Health	Regents of the University of California/Substance Abuse Services
	344-94/95	Public Health	Haight-Ashbury Free Clinics, Inc.
	345-94/95	Public Health	Westside Community Mental Health
	346-94/95	Public Health	Regents of the University of California/Urban Health Study
	347-94/95	Public Health	18th Street Services
	348-94/95	Public Health	Bayview-Hunter's Point Foundation
	349-94/95	Public Health	Haight-Ashbury Free Clinics, Inc.
	350-94/95	Public Health	Regents of the University of California/AIDS Health Project
	351-94/95	Public Health	Westside Community Mental Health Center, Inc.
	352-94/95	Public Works	Multigraphics
	353-94/95	Public Works	Simbar Graphics
	354-94/95	Public Works	Pitney Bowes
	355-94/95	Public Works	Konica
	356-94/95	Social Services	City College of San Francisco

Rec: Adopt Human Resources Director's report; notify the offices of the Controller and the Purchaser.

- (4D) Request to appoint new employees at a salary step higher than normal. (File No. 989-94-3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
1. Darwin Helmuth Regulatory Specialist (Class 5620)	Public Utilities Commission	5	5
2. Catherine Pargett Occupational Therapist (Class 2548)	S.F. Unified School District	5	5

Rec: Adopt Human Resources Director's report.

- (4E) Request for salary adjustments for employees assigned supervisory duties pursuant to Section IV.F of the Salary Standardization Ordinance. (File No. 996-94-3)

Rec: Adopt Human Resources Director's report; approve supervisory differential adjustments; notify departments accordingly.

- (4F) Proposed Civil Service Commission Meeting Schedule for Calendar Year 1995. (File No. 1008-94-1)

Rec: Adopt.

- (4G) Proposed amendments to Civil Service Commission Rule 19 - Transport Workers Union - San Francisco Municipal Railway Trust Fund, to clarify and require that meetings of the Trust Fund Board are covered by state and local public meeting Laws. (File No. 441-94-5)

June 6, 1994: Over to the meeting of July 18, 1994 at the request of the City Attorney.

July 18, 1994: Post for adoption at the meeting of August 1, 1994.

August 1, 1994: Over to the meeting of August 15, 1994 at the request of Commissioner Munson.

August 15, 1994: Over to the meeting of September 19, 1994 at the joint request of Commissioner Munson and the Transport Workers Union.

September 19, 1994: Over to the meeting of November 21, 1994 at the request of the Transport Workers Union.



(4G)  
(cont.) November 21, 1994: Over to the meeting of December 5, 1994 at  
the request of the Transport Workers Union.

Rec: Adopt.

(4H) Status Rights for Miguel Ortega, Parking Control Officer (Class 8214)  
Department of Parking and Traffic. (File No. 994-94-3)

Rec: Adopt Human Resources Director's report; grant permanent  
status to Miguel Ortega, Parking Control Officer (Class 8214),  
in the Department of Parking and Traffic effective September  
19, 1994.

(4I) Status Rights for Timothy R. Green, General Laborer (Class 7514),  
Public Utilities Commission, San Francisco Water Department.  
(File No. 995-94-3)

Rec: Adopt Human Resources Director's report; grant permanent  
status to Timothy R. Green, General Laborer (Class 7514),  
in the Public Utilities Commission, San Francisco Water  
Department, effective August 1 1993.

(4J) Appeal by Stephen Yu of the Human Resources Director's decision to  
deny an appointment as Senior Water Chemist (Class 2472).  
(File No. 961-94-5)

Rec: Over to the meeting of January 9, 1995 at Mr. Yu's request.

(5)

## REGULAR BUSINESS

(ITEMS 5A THROUGH 5C)

A Roll Call will be held of the names of persons appearing on the Regular Business Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance.

- (5A) Appeal by Sharon Green of the Human Resources Director's decision to support finding of insufficient evidence to sustain a charge of discrimination. (File No. 664-94-7)

Rec: Adopt Human Resources Director's report; deny appeal of Sharon Green; sustain the decision of the Human Resources Director.

- (5B) Appeal by Carolyn Silverman of the Human Resources Director's decision to restrict future employment. (File No. 1002-94-5)

Rec: Adopt Human Resources Director's report; deny appeal of Carolyn Silverman; sustain the decision of the Human Resources Director.

- (5C) Appeal of the Human Resources Director's denial of a challenge to the ethnicity identification of Kevin J. Gonzalves, an eligible on the tentative eligible list for Battalion Chief (Class H40). (File No. 431-94-5)

June 6, 1994: Over to the meeting of June 20, 1994 at the request of Chief Gonzalves's attorney.

June 20, 1994: Over to the meeting of July 18, 1994 at the request of the Department of Human Resources Equal Employment Opportunity Unit.

July 18, 1994: Over to the meeting of August 15, 1994; refer to the Department of Human Resources Equal Employment Opportunity Unit, for further investigation and report.

August 15, 1994: Off calendar at the request of the Department of Human Resources Equal Employment Opportunity Unit.

(5C)

(cont.) November 7, 1994: Over to the meeting of December 5, 1994 at the request of the appellants's attorney.

Rec: Adopt Human Resources Director's report. Deny appeal of Kevin J. Gonzalves, sustain the decision of the Human Resources Director.

CITY AND COUNTY OF SAN FRANCISCO - CIVIL SERVICE COMMISSION

AGENDA FOR REGULAR MEETING - DECEMBER 5, 1994

P A R T II - 3 p.m.

(6) EMPLOYEE SEPARATIONS

(ITEMS 6A THROUGH 6C)

As soon after 3 p.m. as practical, a Roll Call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the Roll Call on those persons not in attendance. The Executive Officer will also announce changes to the 3:00 p.m. Agenda during the Roll Call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(6A) Sharon Green, Secretary II (Class 1446), Department of Public Health.

September 19, 1994: Postpone; the Department of Human Resources to notify the Executive Officer when prepared to proceed.

Recommendation of the Department of Public Health:

Not to be employed again by the Department of Public Health. Future employment subject to the review and approval of the Human Resources Director after completion of two (2) years' of satisfactory work experience outside the City and County Service.

DISMISSAL OF PERMANENT EMPLOYEE

(6B) E. Brian Normandy, Police Officer (Class Q-2), San Francisco Police Department.

November 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

Recommendation of the San Francisco Police Department:

Not to be employed again by the San Francisco Police Department.



TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(6C) Roderick T. Skinner, Deputy Sheriff (Class 8304), Sheriff Department.

October 3, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Skinner's attorney.

Recommendation of the San Francisco Sheriff Department:

Dismiss from the City and County Service.

(7) SPECIAL ORDER OF BUSINESS - 3:30 P.M.

From the Civil Service Commission Rules Revision Committee:  
(File No. 904-94-5)

Proposed Civil Service Commission Procedures for Review of Personal Services Contracts. (905-94-5)

November 7, 1994: Circulate for comments; calendar for adoption at the meeting of November 21, 1994.

November 21, 1994: Over to the meeting of December 5, 1994; staff to meet and consult with three employee organizations: SEIU, TWU Local 250-A; and Local 21.

Rec: Adopt.

(8) COMMISSIONERS' NEW BUSINESS AND REPORTS

(7A) COMMISSIONERS' NEW BUSINESS

(7B) HUMAN RESOURCES DIRECTOR'S REPORT

(7C) EXECUTIVE OFFICER'S REPORT

(9) REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Executive Officer, Civil Service Commission, before the meeting in Room 153 City Hall or at the Civil Service Commission meeting. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m, Monday through Friday. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR

A person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form.

In either case, speakers are not required to identify themselves or provide identifying information.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

(10) ADJOURNMENT











